

MONICA CRESCENTINI

LEGAL SUPPORT MANAGER

Troy

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Monica Crescentini is Butzel's Legal Support Manager. She oversees and organizes legal assistant support activities across the firm. Monica is responsible for managing workflow and ensuring coverage within legal assistant teams for the firm's numerous practice departments. She provides supervision and direction to the legal support staff including training, administration of performance programs, and many other initiatives required to ensure smooth operation of this indispensable team.

Monica is an experienced administrative manager, recognized for her professionalism in supporting entities to attain internal and external business objectives while maintaining efficient and cost-effective results. Her managerial experience includes optimizing workflow, supporting staff in a variety of training initiatives, and maintaining personnel records while ensuring strict confidentiality. At Butzel, she works each day to enhance administrative processes and to ensure legal assistant staffing needs are met. She collaborates with other members of the firm's Human Resources Department to sustain delivery of the high level of service required within Butzel to support the firm's attorneys in providing superior service to clients.

Prior to joining Butzel, Monica served as an administrative manager at a law firm in southeast Michigan where she was responsible for a broad variety of initiatives including staff leadership and supervision, training and development, policies and procedures, recruiting and onboarding, and other human resources support. Her experience encompasses client services and communications, and account and project management.

Monica possesses specialized skills pertinent to the preparation and processing requirements of legal documents, and knowledge of legal terminology, civil procedures, discovery, and court systems. She also has hands-on experience in numerous software applications, including accounting software. The depth of Monica's experience is invaluable in leading the legal assistant team at Butzel. Her team building and communication skills are instrumental to maintaining the smooth operation of the team.

Outside of her professional life, spending quality time with family and friends is important to Monica. She enjoys reading, being outdoors, and finding new adventures—especially those that push her to step a bit outside of her comfort zone.

MONICA CRESCENTINI

Credentials

EDUCATION

Baker College, Administrative Coursework

Awards & Recognitions

Manager's Choice Award – Prudential Relocation

Chairman's Circle Award – Prudential Relocation

Client Newsletter Recognition – Alcoa Corporation, Certified Closing Network and American Title