



**Jessica Hoffmann** | Chief Operating Officer

**PHONE** (214) 251-8090  
**EMAIL** [jessica.hoffmann@steptoe-johnson.com](mailto:jessica.hoffmann@steptoe-johnson.com)  
**EDUCATION** J.D. University of Texas School of Law

Jessica Hoffmann is the Chief Operating Officer of Steptoe & Johnson, where she leads the daily operations of the firm and oversees key functions including finance, human resources, information technology, knowledge, research and information services, marketing, operations, and recruiting and professional development.

She has nearly two decades of law firm leadership experience and focuses on building consensus and relationships to foster growth with the firm, attorneys and clients. Prior to transitioning into law firm leadership, Jessica was a practicing attorney from 2002–2006.

## WORK EXPERIENCE

2021 Chief Operating Officer, Steptoe & Johnson PLLC  
2018-2021 Business Unit Director, Clark Hill  
2008-2018 Managing Director and Chief Operating Officer, Strasburger & Price LLP

## MEMBERSHIPS AND AWARDS

### PROFESSIONAL

Association of Legal Administrators, Large Firm Steering Committee, 2015-Present, Member 2006-Present  
Dallas Association of Legal Administrators, Member 2006-Present, President 2013, President Elect 2012, Vice President 2011-2012, Board Member 2010-2011  
Bridge Breast Network, President 2014-2016, Board Member 2010-Present, Employment Committee Member 2008-Present  
Lakewood Service League, Member 2009-2013, Board Member 2012-2013  
America SCORES Dallas, Board Member 2006-2011  
Leadership Dallas, Class of 2011