

MELISSA TREMBLAY

Administrator and Paralegal, Whistleblower Law Collaborative, Boston

Melissa Tremblay prides herself on being able to fulfill her law firm's needs and improvements — often before the actual need arises.

As the longtime administrator (and until very recently, the sole paralegal) at what is today known as the Whistleblower Law Collaborative, she has implemented a new IT firm and telecommunications company to ensure the firm's infrastructure was secure; she also sought out a new website company to step up the firm's website and social media presence.

The unique False Claims Act practice space in which the firm sits requires Tremblay to demonstrate her legal expertise when performing complicated Rule 4 service of process on the federal government and the 32 states (along with Puerto Rico and the U.S. Virgin Islands) that have their own False Claims laws.

A large part of her job is gatekeeping the new business for the firm, which gets a lot of calls from potential clients.

"I am able to question callers and determine whether or not they have a potential case for our firm," she explains. If yes, Tremblay triages the caller for attention by an attorney. "I am happy to not only be able to determine those callers that are leads for our firm, but to be able to provide resources to those who are not."

Tremblay's role utilizes her best professional skills: organization and initiative. While it can be a



challenge to make sure the needs of the firm are met, she loves learning from the lawyers at the firm and the cases she works on. During her tenure, the firm has grown from two lawyers to a six-lawyer firm, and she handled all the transitions in personnel, including the technology and cybersecurity, accounting and promotional needs of all six attorneys. Relatedly, she ensured

that all employees could communicate and work remotely during the COVID-19 pandemic.

All of her work occurred with the flexible schedule necessary to care for her children.

"It was important to me to always remain in the workforce to be a role model to my children: that women can retain their own presence and contributions in the workplace after becoming mothers," Tremblay says. "I was allowed to adjust my schedule as needed but am confident that the quality of my contributions did not fluctuate. Being afforded the opportunity to accomplish great things with the firm while raising my children has been such a gift."

A member of the Human Rights Campaign and Equal Justice Initiative, Tremblay serves as the secretary of the Plainville Democratic Town Committee. She is also a member of Action Together Western Norfolk County and its Celebrating and Protecting Diversity subcommittee.

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