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**Olivia A. Toledo** (Santo Domingo Pueblo) is the SWITCA Court Clerk / Administrative Assistant for the American Indian Law Center, Inc. (AILC). Prior to coming to AILC, Ms. Toledo served as a dedicated and focused Legal Assistant / Administrative Assistant within the Albuquerque area for organizations, firms and tribal governments. She worked with Pro Legal Services, LLC providing support to the legal community. Prior to that, she worked with the IBEW Local Union for twelve years providing administrative support for this local union hall. Ms. Toledo also worked as a Paralegal for J.D. Behles & Associates PC and as a Legal Assistant for Fairfield, Farrow, Flowers, Pierson & Strotz PC. Ms. Toledo has two Associate Degrees one in Paralegal and one in Administrative Assistant Sciences. She resides in Jemez Pueblo with her husband, her three children and two grandchildren.