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Phyllis Lee was born in San Francisco and grew up on the Peninsula. She attended San Francisco State University and received her Bachelor's Degree in Radio and Television. After graduating college, she obtained her Paralegal Certificate from Skyline College. Phyllis started in the retail industry and moved to the legal field after receiving her Paralegal Certificate. She worked at a small law firm in San Mateo before starting as an Administrative Assistant at CPM in 1993. She was one of Cotchett's secretaries for 15 years before becoming Office Manager/ Office Administrator when the Office Manager Mary Wrenn retired.

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