



TINA MASON – HICKS
DIRECTOR OF OPERATIONS

Tina Mason – Hicks is the Director of Operations for iDepo Reporters in Los Angeles and iDepo Hawaii, LLC in Honolulu, Hawaii where she oversees daily operations at both companies. As such, she is responsible for managing: production, billing, accounting, sales, records, calendar, graphic arts, subpoenas and process serving, and training for both. In addition to her role as the Director of Operations, Tina serves as the firm's notary public.

Tina joined iDepo Reporters in February 2016 after twenty years of working for a large litigation support firm with 500+ employees where she served three companies (under two changes of ownership) as professional documents photocopier and registered process server, office supervisor and finally, branch manager.

When she joined iDepo to lead operations for the firm, she brought with her the experience of running a profitable business and immediately put in place policies and procedures that have helped the firm grow and prosper. Most notably, Tina has been instrumental in training staff and independent contractors how to better perform their jobs, handle their records, and service the clientele. This has both, lifted morale and improved productivity, which has subsequently led to more business.

"With the experience I had, previously, I was able to implement many of the policies and processes that work well in a corporate environment and this has helped streamline processes and lower operational costs," says Tina. "Since I joined iDepo, the company has reduced turnover, staff have become better trained and more accountable, and our revenue has increased by providing greater stability and guidance."

She adds, "I am very happy with that because I see that by being here I have brought positive changes and I feel valued and needed. I'm happy with the quality of my work and the quality of my life. Most of all, I enjoy seeing the growth of iDepo and that's what motivates me."

Born in Memphis, Tennessee, Tina moved to Los Angeles at the age of 14. After high school, she earned an Associate's Degree in Management from West Los Angeles Community College, a Bachelor's Degree in Organizational Leadership from Azusa Pacific University, and a Master's in Business Administration from the University of Laverne with an emphasis on Management and Organizational Leadership.

In her free time, Tina enjoys spending time with her family and friends.