

ELAINE T. DENOON

Elaine T. DeNoon joined the Firm in 1989 as Administrator and assumed responsibility for day to day management of operations. With law firm experience and a background in advertising sales and administration, she has been an integral part of the management of the Firm.

In personnel matters, Ms. DeNoon manages a staff of secretaries, paralegals, law clerks and administrative assistants. This includes coordination of salaries and benefits, recruitment, selection, placement and overall employee relations.

Financial management encompasses direct supervision of the billing and bookkeeping departments. This requires control of cash flow, accounts payable and receivable and knowledge of clients' billing guidelines.

Equipment and facilities management are coordinated in order to provide the firm with the most up to date resources and a state of the art facility. Clients are encouraged to visit our offices and are guaranteed a warm reception.

Ms. DeNoon is involved in the National and Regional Coordinating Counsel program that the firm has undertaken. She oversees all financial issues, litigation management responsibilities and data systems which includes installation of computer systems linking clients to the Firm.

She consistently utilizes her organizational and communication skills dealing with attorneys, staff and clients. She has played an active role in marketing and business development, often serving as the liaison between high profile clients and the Firm. She was instrumental in the creation and development of the Firm's brochure, web site and marketing program.

As a member of the Association of Legal Administrators, Ms. DeNoon attends Local and Regional conferences, keeping abreast of trends within her profession. She has participated in management conferences and marketing seminars on behalf of the Firm.