



### Legal Secretary Team Leader

[suzanne.chiles@cripps.co.uk](mailto:suzanne.chiles@cripps.co.uk)

[+44 \(0\)1892 506 320](tel:+441892506320)

**I'm legal secretary team leader in the private wealth, family and specialist dispute resolution teams and provide support to the head of private wealth, assisting with the management of her day-to-day workload. I also support the wider teams with an efficient and no-nonsense approach.**

I have over 20 years' experience working for local law firms across specialities such as litigation, personal injury, family and private wealth law and was PA to the senior partner in a previous firm.

I am organised, proactive and enjoy being busy. Being part of a caring, forward-thinking and professional firm, and upholding Cripps' high standards, is something that gives me great pleasure.

### Qualifications and memberships

- The City and Guilds of London Institute - Management Development Programme

If I'm unavailable, please contact:

### Jackie Farrington

Legal Secretary

[+44 \(0\)1892 765 435](tel:+441892765435)

[jackie.farrington@cripps.co.uk](mailto:jackie.farrington@cripps.co.uk)



Lesley Smith

Legal Secretary

+44 (0)1892 506 348

[lesley.smith@cripps.co.uk](mailto:lesley.smith@cripps.co.uk)