

## Sandy Caiazzo

**Director of Administrative Services**

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Sandy Caiazzo serves as Director of Administrative Services, with firmwide responsibility for the oversight of all legal administrative personnel and administrative management functions. In this role, she provides strategic leadership to ensure operational excellence, consistent service delivery, and alignment between administrative teams and the firm's legal practices.

Sandy brings a broad and deeply rooted perspective to her role, having progressed through multiple positions within the firm. She began her career as a legal administrative assistant and advanced to regional office manager, Assistant Director of Administrative Services, and ultimately Director. This progression has equipped her with a comprehensive understanding of the day-to-day needs of attorneys and staff, enabling her to streamline processes, enhance productivity, and lead administrative teams with both empathy and effectiveness. With a keen awareness of the evolving legal workforce, Sandy is an active change facilitator, particularly in the introduction and implementation of alternative staffing models.

In addition to her administrative leadership responsibilities, Sandy serves as the firm's Lateral Integration Coordinator, where she is responsible for overseeing the onboarding of new lateral shareholders, guiding them through the integration process from their initial arrival and beyond. This collaborative and relationship driven role is one she finds especially rewarding, as it supports the long-term success of both the attorneys and the firm.

Sandy is a longstanding member of the National Association of Legal Administrators (NALA) and is deeply engaged in the professional community. She currently serves as Education Chair for the Independence Chapter and has been a dedicated board member of the chapter for more than ten years, reflecting her commitment to leadership development, education, and the advancement of the legal administration profession.

## **Associations & Memberships**

- Association of Legal Administrators
- Board Member and former President of the Independence Chapter of ALA
- Chairperson for the Education Committee for the Independence Chapter of ALA
- Hunter Soccer Club Board Member
- Former President of the Roxborough Kiwanis Club and the Roxborough Community Orchestra