

# SKAU REIPURTH

## **Susanne Berg Ellemand**

Legal secretary

Susanne Berg Ellemand has years of experience as a secretary in law offices. Susanne works in Skau Reipurth's department for Construction Law and arbitration proceedings where she assists the lawyers with case processing, including preparation of case files for meetings and court and arbitration cases. In addition, Susanne is responsible for quality assurance, proof-reading and administration of deadlines as well as general secretarial and administrative tasks.

Susanne Berg Ellemand speaks English, German, French and the Scandinavian languages.

### **Work experience**

- 2019 –  
Skau Reipurth Advokatpartnerselskab
- 2015 – 2019  
Asger Larsen, Law Firm
- 2008 – 2015  
PH Ware ApS
- 2003 – 2008  
The Art Auction Yellowbase ApS
- 1985 – 2001  
Lett, Vilstrup & Partnere, Law Firm
- 1982 – 1985  
Jens Bang, Law Firm

### **Educational background**

- Commercial correspondent, Copenhagen Business School
- Legal secretary education
- HHX
- College graduate