

Crystal Strong

Administrative Assistant
to the Managing Partner

Contact Information

Firm Tel: 916.283.8820
Inside Tel: 916.283.8651
Fax: 916.283.8821
CStrong@EllisLawGrp.com

Crystal Strong

Professional Focus

Ms. Strong is the Administrative Assistant to Mark E. Ellis, Managing Partner, as well as a member of the Operations and Management Team.

Ms. Strong's duties include coordinating and managing Mr. Ellis' calendar; intake of new matters; assisting attorneys in preparing for trial, depositions, mediations, arbitrations, hearings and speaking engagements; assisting with billing; making travel, meeting and event arrangements; amongst other duties.

If for any reason you are unable to reach Mr. Ellis, you may contact Ms. Strong on her direct dial at (916) 283-8651, and she can assist you with your needs.

Previous Experience

Prior to joining Ellis Law Group, LLP in 2007, Ms. Strong assisted attorney David M. Delehant of the Law Office of David M. Delehant in the probate, estate planning, and business planning practice areas. Having spent several years as David M. Delehant's Legal Secretary,

Ms. Strong moved on to assist Legal Administrative Services as an Administrative Assistant wherein she was responsible for a wide variety of general administrative duties, including bookkeeping for several law firms in the Sacramento area.

