



Arlicia Payne



Legal Office Manager

Wilmington

T. 302.442.7070

apayne@beneschlaw.com

Main Bio

Arlicia lives in Bear, Delaware with her husband and is the proud grandmother of 9 grandchildren.

Prior to joining Benesch, she worked for almost three decades as a legal secretary in personal injury litigation. Arlicia started at Benesch in 2014 as an Office Administrator in the Wilmington office. As the office needs changed, in 2020, Benesch offered Arlicia the opportunity to advance to Legal Office Manager. In this role, Arlicia is responsible for managing the strategic and day-to-day office operations, implementing firm-wide strategies and processes, and ensuring the needs of the attorneys, staff and firm clients are met. She also works with the office partners and professional staff to strategize and implement plans that address the changing needs of the attorneys, clients, and the Wilmington office. Furthermore, Arlicia manages the overall administration of non-legal functions in the office and coordinates with the human resources, recruiting, accounting, and marketing departments to help fulfill initiatives planned for nurturing excellent office morale. In addition to this role, Arlicia also is the assistant to a high-profile partner.

Arlicia is also a certified notary public for the State of Delaware.

Education

- Wilmington University, 2014, Bachelor of Science
 - *magna cum laude*

Memberships

- Member, Association of Legal Administrators
- Member, First State Chapter, Association of Legal Administrators
- Member, Zeta Phi Beta Sorority, Incorporated