



Shelby M. Simone

Senior Manager of Concierge Operations

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Shelby Simone is the senior manager of concierge operations and oversees the firm's concierge services, as well as several key operational functions such as large-scale event planning, travel, the engagement process team, the client transition process, legal assistant resourcing, and aspects of the paralegal success program and non-attorney recruiting/onboarding.

Shelby collaborates closely with firm leadership, operations, and facilities to strengthen service delivery, streamline processes, ensure consistency in service standards across all offices, and support both client-facing and internal initiatives.

Shelby leads a team of concierge professionals and legal assistants who coordinate guest visits, provide five-star client services across all office locations, and provide legal support through billable and non-billable tasks for various practice groups.

Before joining Saxton & Stump, Shelby spent seven years in event management at a hotel and resort in Lancaster, where she gained extensive experience in client service, operations, and management.