



## **SUSIE PATINO**

MANAGER OF HUMAN RESOURCES AND FACILITIES

60 South Market Street, Suite 1400  
San Jose, CA 95113-2396

+1 408-938-3880 direct  
susie.patino@hogequenton.com

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### **OVERVIEW**

With over 15 years of legal administrative experience, Susie Patino joins Hoge Fenton as Manager of Human Resources and Facilities. Susie is responsible for human resources, including employment law compliance, formulating and recommending HR policies and procedures across the firm; overseeing employee benefits programs, and managing payroll. Additionally, she supervises the day-to-day operations of the facilities, works with property management on office space and parking issues, and tracks the firm's fixed assets.

Prior to joining the firm, Susie held various administrative roles at several firms including Goodwin and Shearman & Sterling. At Shearman's Menlo Park office, she was the go-to person for all things operational, including being part of a team that handled a full build-out and move from Palo Alto to Menlo Park. Additionally, Susie was the day-to-day supervisor for the office services staff and secretarial workflow coordinator. At Goodwin, her duties included working with building management on facilities issues, researching office vendors, negotiating contracts, managing new vendors and coordinating daily staff coverage.