



## SUSAN C. FRANCISCO

**OFFICE ADMINISTRATOR**

SFrancisco@shutts.com

1-813-227-8125 - [Sarasota](#)

1-813-229-8900 - [Tampa](#)

1858 Ringling Boulevard, Suite 300, Sarasota, FL 34236

4301 West Boy Scout Boulevard, Suite 300, Tampa, FL 33607

Susan Francisco is the Office Administrator for Shutts & Bowen's Tampa and Sarasota offices. She is responsible for the day-to-day operation and management of the offices, including salary administration, staff recruitment and retention, performance appraisal system, and attendance programs. Susan's responsibilities also include new hire orientations, employee relations and discipline procedures.

Susan holds a Bachelor's degree in Business from Florida Southern College and a Master of Business Administration from Fairleigh Dickinson University. She has worked in the legal field for more than 15 years.