



## BETH A. MARLEY

**FIRMWIDE OFFICE ADMINISTRATOR**

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Beth is an experienced professional who brings more than 40 years of experience to her role as Firmwide Office Administrator of Shutts & Bowen. Beth oversees the day-to-day administrative functions of the firm's operations and serves as a liaison between the facilities management, human resources, information systems, accounting, records management, library administration, and marketing departments. Her responsibilities include managing the hiring and supervising of legal staff, the administration of payroll, performance reviews and implementing the firm's wellness programs.

Before joining Shutts, Beth worked at Zuckerman Spaeder LLP for 26 years.

### Professional and Civic

- Association of Legal Administrators (ALA)
- Society for Human Resource Management (SHRM)