



## CATHY ZACCARDO

### OFFICE ADMINISTRATOR

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Cathy Zaccardo is the Office Administrator for Shutts & Bowen's Fort Lauderdale, Jacksonville and West Palm Beach 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. Cathy's responsibilities also include new hire orientations, employee relations and discipline procedures.

Cathy is a dedicated human resources professional with more than 20 years of experience in legal HR and Administration. Prior to joining Shutts, Cathy was the Legal Practice Manager for one of Broward County's preeminent lobbyists. Cathy is a member of the Society for Human Resource Management and the Association of Legal Administrators.