



## DEBBIE EUBANKS

### OFFICE ADMINISTRATOR

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Debbie Eubanks is the Office Administrator for Shutts & Bowen's Orlando and Tallahassee offices, where she is responsible for the office's daily operations. Debbie acts as the liaison between firm management and administration and attorneys and staff. She is responsible for onboarding new employees, monitoring and enforcing the firm's policies and procedures, supervising the workflow and performance of non-attorney staff, and supporting employee engagement and collaboration.

Debbie holds a Bachelor's degree in Organizational Behavior from Rollins College and has worked in the legal field for more than 20 years. She is a member of the Society for Human Resource Management and the Association of Legal Administrators.