



## LAWANNA VOCI

### OFFICE ADMINISTRATOR

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Lawanna Voci is the Office Administrator for Shutts & Bowen's Tampa and Sarasota offices. She is responsible for the day-to-day operation and management of both offices, including salary administration, employee recruitment and retention, training and development, records management, new hire orientation, and employee relations. She directs the core operations of the office, including maintenance and repairs, purchasing, vendor negotiations, coordination with building management, and construction and expansion projects.

Prior to joining Shutts & Bowen in 2015, Lawanna began her management career in the Legal department of Raymond James Financial, Inc. where she spent fifteen years managing staff and ensuring legal processes met regulatory requirements. She is a member of the Association of Legal Administrators, the Society for Human Resource Management and the Florida Association of LGBT Lawyers & Allies.