



Shirley Laboy

Director of Administration

📞 404-881-4122

📠 404-881-4111

✉ laboy@bmelaw.com

📍 1201 West Peachtree Street NW, Suite 3900
Atlanta, GA 30309

Biography

As the Director of Administration, Shirley has hands-on expertise in operations and HR management, focusing on streamlining processes, supporting team needs, and ensuring smooth operations across all levels. Her experience includes managing workflow systems, maintaining compliance with regulations, and coordinating docketing and records management to ensure accurate and timely documentation.

A strategic thinker and results-driven leader, she is passionate about enhancing productivity and empowering teams to reach their full potential. She takes pride in balancing long-term planning with the day-to-day demands of managing people and resources, creating an organized and supportive work environment that drives success for the entire firm.

Shirley holds a Bachelor of Arts degree from Ashford University, a part of the University of Arizona's global campus.

Professional Activities

- Association of Legal Administrators, Board Member-Elect