

## **Silvia L. Hados** **Office Administrator**

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Silvia Hados is office administrator of Foley & Lardner's Miami, Florida office. In this capacity she oversees and coordinates the office's financial management to include oversight of the accounting and budgeting functions. In addition, she implements, administers and recommends firm policies regarding human resource issues and is responsible for the supervision and hiring of staff. She also oversees facilities management activities for the office. In Ms. Hados's role of providing administrative and operational oversight, she also assists the office managing partner as well as the regional director of administration as necessary.

Ms. Hados has more than 20 years of management experience in academic and business service organizations. She worked at the University of Miami, where she oversaw all aspects of the Master of Science in Professional Management and Add-On MBA program. She has held several managerial positions in the health care industry, where she managed billing activity to include financial and statistical reporting and staff supervision.

Ms. Hados received her business degree from the University of Miami. She is a member of the Association of Legal Administrators and a member of the Executive Committee for the Leukemia and Lymphoma Society, Miami Chapter.