

# Nicki Garcia

## Office Manager

Tallahassee  
ngarcia@gunster.com  
(850) 521-1710



## Education

- Tallahassee Community College, A.S., Computer Programming, 2004

## Overview

Nicki joined the firm in 2010, and in 2011 became Office Manager of the Tallahassee office. She manages all non-legal operations of the office including facilities management, personnel matters, special projects, purchasing and communications. She also provides administrative support to a Shareholder and the Managing Shareholder of the Tallahassee office.

Prior to her work with Gunster, she had five years of experience in the area of law. She also has 11 years of experience working with the Florida Public Service Commission.

## Professional Associations & Memberships

- Association of Legal Administrators (ALA)
- Florida Capital Chapter, board member, 2015-present
- Legal Administrators Association of Tallahassee (LAAT)

## Civic & Community Service

- Jacksons Gap Homeowner Association, board member

