



DONNA HORNER

OFFICE SERVICES DIRECTOR

Arizona

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Donna oversees the daily operation of the office services department ensuring her team provides quality customer service to the firm's 200+ employees. She performs a variety of functions including the management of facility services, copy center operations and firm legal resources. Donna vets numerous vendors and maintains supplier relationships to secure the greatest value for the firm.

Since 2010, Donna has been an active member of the Association of Records Managers and Administrators (ARMA). She has valuable knowledge in the area of records management methodologies and implemented the firm's first electronic records software system.

Before joining JSH, she worked for FedEx for 20 years in a variety of leadership positions.

PROFESSIONAL ASSOCIATIONS & MEMBERSHIPS

- Association of Records Managers and Administrators

EDUCATION

A.A., Business Management