



Bonnie Larks

Office Administrator

San Francisco

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Overview

With more than 20 years of experience in law firm operations and administration, Bonnie is a strategic administrative leader focused on driving operational excellence, building collaborative teams, and supporting efficient and client-focused workplace operations.

As San Francisco Office Administrator at Benesch, Bonnie oversees the day-to-day operations of the office, including administrative support, facilities and vendor management, human resources, budgeting, office services, and staff leadership. She partners with attorneys and firm leadership to drive operational excellence, implement process improvements and support the firm's commitment to exceptional client service.

Prior to joining Benesch, Bonnie spent more than two decades with Paul Hastings, where she most recently served as Administrative Manager responsible for operations across six California offices. In that role, she partnered with firm leadership to advance strategic and operational initiatives that supported the firm's business objectives.

Bonnie is a member of the Association of Legal Administrators (ALA), the Society for Human Resource Management (SHRM), and the International Facility Management Association (IFMA).

Credentials

EDUCATION

- University of Phoenix, B.S., Business Management

Memberships

- Member, Society of Human Resources Management (SHRM)
- Member, International Facilities Management Association (IFMA)
- Member, Association of Legal Administrators (ALA)