

# Elizabeth S. Schilling, J.D., M.P.H.

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## Professional Associations/Licenses

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2012 Missouri Bar Association

## Education

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2014	Masters of Public Administration	(Dec. 2023)-anticipated graduation
2011	Masters of Public Health	University of Missouri
2008	Bachelors of Science	University of Missouri
2004	Mediation Certificate	University of Missouri Law School
1987	Juris Doctorate	Creighton University
1984	Bachelors of Arts	St. Louis University

## Employment History

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2019-Present	Caregiver	Loved One
2013-2019	Business Consultant	Private Clients
2010-2014	Graduate Research Assistant	University of Missouri
2009 Summer	Teaching Assistant	University of Missouri
2003-2004	Laboratory Research Assistant	University of Missouri
2001-2006	Adjunct Faculty Member	Metropolitan Community College
2001-2006	Attorney at Law	Burnes-Schilling Law Office
1/2001-8/2001	Attorney at Law	Bates-Crouch/Burnes-Schilling Law
1991-2001	Attorney at Law	Burnes Law Office
1988-1991	Attorney at Law	Pollak, Frank & Hicks
1985-1988	Patient Service Representative	University of Nebraska Medical Center

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## **Employment Descriptions**

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### **Business Owner/Legal Counsel/Business Consultant**

- Client counseling
- Investor relations
- Business management
- Market research
- Problem solving
- Contract writing
- Business negotiation
- Strategic planning

### **Attorney at Law (various locations)**

- Successful general law practice-civil, criminal, juvenile, family law
- Mentored junior attorneys and staff
- Administrative hearings, ADR, litigation, motion practice, trial court experience
- Wrote and reviewed legal briefs and pleadings
- Supervision of attorneys, legal interns, paralegals and support staff
- Instructed members of the firm in client communication and business relations
- Daily operations management including human resources
- Management of law office including advertising and marketing decisions

### **Adjunct Faculty Member**

- Mentored students in career planning
- Advised students in course selection
- Provided instruction in Paralegal Courses
- Courses taught include Introduction to Law, Torts, and Legal Research & Writing

### **Graduate Research Assistant**

- Mentored and trained new employees and staff
- Client communication
- Coordinated files and data
- Case and prior art analysis
- Market research
- Develop marketing content
- Drafted PowerPoint presentations
- Special projects

### **Teaching Assistant**

- Faculty and staff communication regarding various projects
- Developed new content for lectures in biotechnology and agricultural law courses
- Developed online quizzes
- Updated and uploaded content in Learning Management Platforms

**Laboratory Research Assistant**

- Communication with researchers and staff regarding findings
- Mastitis research
- Specimen collection
- Data entry
- Record keeping

**Patient Service Representative**

- Customer Service
- Information collection from patients, families, and health care worker
- Communication with doctors, nurses, families, and hospital administrators
- Medical records review and retrieval
- Billing and data entry

**References**

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Available upon request