

Objective

A proactive professional, attentive to detail with a strong sense of urgency, with exceptional organizational skills, and communication and writing abilities.

Skills

Microsoft Office, WordPerfect, Quickbooks.

Work Experience

Senior Attorney/Supervisor

ABC Corporation - 1992 – 1997

- Maintained employee retention rate. Ensured compliance with HIPAA, COBRA, ADA, FMLA, OSHA, EOE, et al.
- Administered employee benefits programs, including 401(k) and SIMPLE plans.
- Lobbied state senators and assemblypersons on behalf of the State Bar of Wisconsin.
- Litigated hundreds of cases before circuit, appellate, and Supreme Courts.
- Served as a neutral referee in the adjudication and conciliation of workers compensation claims.
- Litigated approximate insurance defense cases for the Fund; negotiated and settled Fund cases.
- Handled all aspects of workers compensation defense cases, including negotiation, litigation, and settlement of claims.

Senior Attorney

ABC Corporation - 1989 – 1992

- Developed a Social Security disability practice which included creating and implementing a successful marketing plan.
- Regarding Social Security disability claims, managed all client communications, prepared clients for hearings and represented clients at administrative hearings, prepared written On the Record requests to Administrative Law Judges, reviewed all unfavorable.
- Maintained a significant case load in other areas, such as family law, misdemeanor criminal law, wills and trusts, personal injury and guardianship.
- Extensive experience researching case law, statutes and regulations in various areas of law.
- Litigated at the circuit court level.
- Full autonomy on all cases.
- Presented continuing legal education seminar to new lawyers of the state bar on Social Security disability process..

Education

Juris Doctor in Law - 1988(Marquette University Law School)