

TAWNY R. BROOKS, J.D.

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PROFESSIONAL PROFILE

Highly motivated professional with experience in customer service and community outreach. Expertise in problem solving and trouble shooting. Committed to building relationships, teamwork and community outreach.

RELATED EXPERIENCE

Communication-Written and Oral

- Drafted written correspondence to clients, experts and other professionals
- Followed up with clients, experts and other professionals as needed
- Prepared expert and non-expert witnesses for testimony
- Drafted legal briefs advocating for client's position
- Drafted decisions on behalf of court
- Conducted interviews and campus tours with visiting prospective students and parents
- Managed list of prospective students and regularly contacted them during admissions process

Organization and Management

- Organized and maintained files for litigation
- Organized and maintained volunteer and participant registration, and other necessary records

Teamwork

- Headed committee charged with planning and implementing weekly children's program
- Participated in multiple committees with colleagues and members of the community to facilitate common group efforts and goals

Volunteer Coordination

- Recruited and retained volunteers for weekly program
- Trained new and returning volunteers
- Organized volunteer schedule and replaced volunteers where needed
- Coordinated Admissions Office Parent Contact Program (program in which current students contacted parents of admitted students to answer questions and concerns)

Sales and Marketing

- Contacted admitted law students to discuss law school from alumni perspective Recruit admitted diverse students
- Promoted Marquette University Law School at multicultural and admissions events
- Recruited students with an emphasis on diversity recruitment

EMPLOYMENT HISTORY

- Owner, Brooks Law LLC, Milwaukee, WI 2013-Present
- Associate Attorney, Bascom, Budish & Ceman SC Wauwatosa, WI 2005-2012
- Law Clerk, Milwaukee County Circuit Court, Milwaukee, WI 2003-2005

EDUCATION

Marquette University Law School, Milwaukee, WI
Juris Doctor, May 2003

Hope College, Holland, MI
Bachelor of Arts in Political Science, minor in French, December 1999

PROFESSIONAL LICENSES and AFFILIATIONS

State of Wisconsin, Wisconsin Bar Association May 2003
Marquette University Law School, Alumni Board, Member
Wisconsin Association of African-American Lawyers, Member