

JENNIFER J. HAVAS

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PROFILE

Private practice attorney who adeptly balances legal and technical knowledge and talents with extraordinary relationship skills to develop a client base; establish the scope of the engagements; and manage client expectations;

- Strong analytical and critical thinking skills
- Creative problem-solving abilities
- Organizational and managerial abilities
- Sound judgment
- Formidable advocate
- Outstanding oral and written communication skills
- Experienced public speaker
- Empathetic listening skills
- Extraordinary interpersonal skills
- Open-minded, fair, thoughtful, engaging, trustworthy

PROFESSIONAL EXPERIENCE

Havas & Joy, S.C. (formerly Charlton, Morgan & Joy, Ltd.)
Milwaukee, Wisconsin

1995- Present

Havas & Joy, S.C.. is a small firm serving individuals and small businesses.

Attorney, general private practice with broad experience in contracts, small business, real estate, immigration, divorce, criminal defense, personal injury, workers compensation, small claims, garnishments, evictions and bankruptcy. Works collaboratively with other attorneys to handle firm operations, to manage staff and to expand legal services offered. Works independently to manage cases and deliver client services. Willing and able to learn new areas of law. Experienced in working with people of varying educational and economic backgrounds. Selected responsibilities and accomplishments:

- Achieves desired results for clients with successful advocacy, negotiation and dispute resolution skills
- Establishes solid client relationships
- Mastery in resolving disputes in pre-litigation stage
- Expanded client base through an increase in referrals
- Developed and implemented firm's financial controls, including billing and trust account reconciliation
- Implemented a formal, firm-wide budget process that includes performance measurement goals
- Developed a billing system to more accurately track attorney time and client expenses
- Developed a system for ensuring professional responsibility with respect to conflicts of interest
- Designed a system to create document templates to enhance client service and increase productivity
- Negotiates firm's business equipment and service leases
- Manages staff and coordinates employee performance reviews

EDUCATION

Hamline University, St. Paul, Minnesota
J.D., 1995

Arizona State University, Tempe, Arizona
B.A. English, 1992
B.A. Journalism (emphasis in Public Relations) 1989

PROFESSIONAL AFFILIATIONS

Wisconsin Bar Association

ACTIVITIES AND INTERESTS

Frequent provider of pro bono legal services through the Milwaukee Municipal Court; avid tennis player, team captain and active member of the United States Tennis Association, mentor -Notre Dame Middle School through Downtown YMCA
