

Tea Benduhn Norfolk
2962 North Prospect Avenue, Milwaukee, WI 53211
(414) 803-3334, tea.bee@gmail.com

PROFESSIONAL EXPERIENCE

City of Milwaukee – Legislative Reference Bureau, Common Council – City Clerk’s Office
Fiscal Planning Specialist, June 2021 to present

Legislative Fiscal Analyst – Lead, June 2016 to June 2021

- Manage and coordinate all aspects of Legislative Reference Bureau’s involvement in Budget hearings.
- Draft legislation and conduct research on behalf of Common Council members.
- Key point of contact for high-level legislative activities on behalf of Common Council.
- Serve as legislative liaison for the Finance and Personnel Committee.
- Conduct legislative research upon request of other departments and city residents.
- Analyze Mayor’s Budget for fiscal and policy impact and prepare related documents for Council members.

Wisconsin Court of Appeals – District I

Law Clerk, January 2016 to May 2016

- Draft judicial decisions on behalf of Judge Kitty Brennan.

Murphy & Prachthausen, s.c., Milwaukee, Wisconsin

Lawyer, May 2014 to December 2015

Law Clerk, February 2012 to May 2014

- Analyze and conduct research related to statutory schemes, civil procedure, and substantive legal issues related to negligence, products liability, premises liability, medical negligence, insurance coverage, worker’s compensation, and other issues.
- Write legal briefs including motions and appellate briefs.
- Conduct discovery and interview prospective clients.
- Manage legal support staff in matters related to my law practice.

Internships

City Attorney’s Office – City of Milwaukee, January 2014 to April 2014

Milwaukee County Circuit Court – Civil Division, January 2013 to April 2013

Editor, books and magazines, April 2005 to January 2012

Kalmbach Publishing Company in Waukesha, Wisconsin, July 2007 to January 2012

Gareth Stevens Publishing in Milwaukee, Wisconsin, February 2006 to June 2007

Kalmbach Publishing Company in Waukesha, Wisconsin, April 2005 to February 2006

- Write and edit articles and books on topics related to the publications’ missions.
- Manage editorial support staff, including editorial assistants, graphic designers, and freelance writers.

Marketing and Communications, various companies, September 1998 to April 2005

EDUCATION

Marquette University Law School, Milwaukee, Wisconsin

Juris Doctor, May 2014; GPA: 3.545/4.000; Class Rank: Top 10%

Academic Honors: Dean’s List: Spring 2012, Fall 2012, Spring 2013, Fall 2013
CALI Awards (highest grade in class): Education Law; Workers’ Compensation;
Trial Advocacy 2; Pretrial Practice; Clean Water Act Workshop.

Moot Court: Moot Court Executive Board, Associate Justice of Education (2013-14)
Evan A. Evans National Moot Court Competition (Spring 2014)
Jenkins Honors Moot Court Semifinalist (Spring 2013)

University of Wisconsin – Extension, Madison, Wisconsin

Certified Public Manager, Candidate March 2024

Emerson College, Boston, Massachusetts

Master of Fine Arts in Creative Writing and Publishing, December 2000; GPA: 3.81/4.00

Guilford College, Greensboro, North Carolina

Bachelor of Arts in English and Secondary Education (double major), May 1997

PUBLICATIONS AND PRESENTATIONS

- “Drafting Discovery and Responses” article in *The Verdict Magazine*, Spring 2015
 - Co-author: “Discovery issues in distracted driving cases” by Thadd J. Llauro in *Trial Magazine* February 2013, Volume 49, No. 2 (credit in author biography)
 - “Get Art Smart” series, published by Crabtree Classics, 2009
 - *What is Color?*
 - *What is Shape?*
 - “Energy Today” series, published by Weekly Reader / Gareth Stevens Publishing, 2008
 - *Ethanol and Other New Fuels*
 - *Nuclear Power*
 - *Oil, Gas, and Coal*
 - *Solar Power*
 - *Water Power*
 - *Wind Power*
 - “Life on the Edge” series, published by Weekly Reader / Gareth Stevens Publishing, 2007
 - *Living in Deserts*
 - *Living in Mountains*
 - *Living in Polar Regions*
 - *Living in Tropical Rain Forests*
 - “Life Long Ago” series, published by Weekly Reader / Gareth Stevens Publishing, 2007
 - *Ancient Egypt*
 - *Ancient Greece*
 - *Ancient Rome*
 - *The Middle Ages*
 - “Find Out About Food” series, published by Weekly Reader / Gareth Stevens Publishing, 2007
 - *Bread and Cereal*
 - *Fruit*
 - *Meat and Beans*
 - *Milk and Cheese*
 - *Oils*
 - *Vegetables*
 - *Gravel Queen*, a novel, published by Simon & Schuster, 2003
-