

Presentation of Qualifications

LISA ANTOINETTE ARTISON

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Post Office Box 240455
Milwaukee, Wisconsin 53223
(414) 371-9287

OBJECTIVE

A position offering challenge, growth potential, and contact with the public. I am particularly interested in securing employment that allows me to draw upon my organizational/leadership abilities, my decision making/analytical capabilities, and my written and verbal communication skills.

PROFESSIONAL BACKGROUND

September, 2002 through July, 2003

Arizona State Attorney General
15 South 15th Avenue, Second Floor
Phoenix, Arizona 85007

Paralegal

Paralegal for attorney who specializes in complex litigation of cases requiring enhanced enforcement for Child Support and Family Protection Division. Responsible for monitoring case load on an ongoing basis, as well as investigation of attempts to conceal assets by non-custodial parents. Provided litigation support including research, development and implementation of discovery plans, preparation of pleadings, and analysis of materials submitted in response to interrogatories, subpoenas, and requests for production of documents, etc. Also analyzed and prepared evidence for trial, and handled inquiries from federal law enforcement agencies, etc.

**February, 2001 through
April, 2002**

Habush, Habush & Rottier, S.C.
777 East Wisconsin Avenue
Milwaukee, Wisconsin 53202

Paralegal

Paralegal for two attorneys with a law firm specializing in personal injury, medical malpractice, and product liability. Responsible for intake and screening of prospective new clients, and scheduling of intake appointments. Also assisted both attorneys by monitoring their respective case loads on an ongoing basis, developed and implemented action plans in order to facilitate expeditious resolution of problematic cases. Maintained regular rapport with clients, detected potential problems with treatment, compliance, etc. and made corrective recommendations so as to ensure proper case development. Provided litigation support. Produced settlement demand packages for submission to liability carriers, dictated appropriate responses to incoming correspondence, resolved property damage claims, etc.

**September, 2000 through
March, 2001**

Personal Injury Paralegal Service, LLC
Post Office Box 240632
Milwaukee, Wisconsin 53223

President

Self-employed as an independent contracting paralegal for personal injury law firms, providing short and long term assistance as needed with existing case loads. Assisted one firm with their expansion into the area of personal injury law with training of support staff as well as creation of forms, form letters, screening and intake procedures. Also established investigative procedures, overall case development procedures, property damage settlement procedures, and case evaluation procedures, etc.

**April, 1999 through
June, 2000**

V.E. Carter Development Group, Inc.
Milwaukee County Community Justice Day Reporting Center
2001 West Vliet Street
Milwaukee, Wisconsin 53205

Executive Director

Responsible for daily operation and supervision of a community based alternative to incarceration for non-violent offenders in pre-trial, sentenced, or probationary status. Developed and implemented policies and procedures, documented all training and support services, and functioned as liaison between lead agency, consortium members, programming providers and D.R.C. clients. Also recruited, hired, trained, supervised and evaluated staff, and prepared presentations on the D.R.C. Recommended

and implemented program improvements, monitored program expenditures, and assisted in program budget development and management. Prepared and maintained monthly productivity reports, as well as other information requested by the lead agency, the Milwaukee County House of Correction, and/or the Milwaukee County Board of Supervisors. Conducted weekly staff meetings and met daily with case management staff. Also attended and participated in relevant governmental, criminal justice system community hearings, meetings, and presentations.

**October, 1990 through
March, 1999**

Gendlin and Safran Attorneys at Law
1110 North Old World Third Street
Milwaukee, Wisconsin 53203

Paralegal

Paralegal for senior partner of a law firm specializing in personal injury, family law and workers compensation. Responsible for intake and processing of new clients, investigation of facts and circumstances surrounding cases, obtaining statements from witnesses, and supervision of all written/recorded statements obtained from clients by defendant liability carriers. Also assisted in monitoring of entire caseload on an ongoing basis, dictated appropriate responses to incoming correspondence, composed documents to place municipalities on notice of injury claims, and conducted settlement negotiations. In addition, conducted legal research, made presentations of particularly complex cases to attorneys and paralegals, produced comprehensive narrative case evaluation brochures/settlement packages for submission to liability carriers, developed and implemented action plans in order to facilitate expeditious resolution of problematic cases.

**July, 1988 through
October, 1990**

Metropolitan Property and
Liability Insurance Company
920 East Algonquin Road
Schaumburg, Illinois 60173

Casualty Claim Specialist

Responsible for processing of personal lines claims involving serious injuries/fatalities. Investigated circumstances and mitigating factors, made liability determinations, developed and implemented negotiation plans with attorneys and unrepresented parties, as well as other carriers. Also maintained statistical data for preparation of several monthly productivity/status reports, and referred cases involving fraud for special investigation.

**July, 1987 through
May, 1988**

Northwestern Mutual Life Insurance Company
720 East Wisconsin Avenue
Milwaukee, Wisconsin 53202

Underwriter

Analyzed applications for life insurance. Made determinations regarding mortality/morbidity risks based upon the review of various medical reference materials, and subsequently either approved, classified, or declined the applicants. Frequently contacted agents, medical personnel and other insurance companies. Participated in departmental projects emphasizing company guidelines and procedures. Coordinated the composition of correspondence relative to sensitive cases for underwriters.

**November, 1983 through
June, 1987**

Allstate Insurance Company
2880 Sanders Road, Northbrook, Illinois 60062

November, 1983 - Employed in the Milwaukee Regional Office as an Associate Claim Representative.

January, 1985 - Placed in Management Development Rotation Program, which included the full-time Chairmanship of the Wisconsin Agent Recruitment Task Force while assigned to Personnel. Also rotated through Underwriting and Operations and became a Licensed Agent.

October, 1985 - Promoted to Analysis Supervisor at Home Office in Direct Marketing Center. Supervised the staff of a specialized telemarketing unit. Monitored and coordinated workflow, quality verification, and scheduling. Also, prepared daily/weekly/monthly status reports for several ongoing programs, prepared and implemented employee development plans, prepared and administered performance evaluations, salary increases, and disciplinary actions.

May, 1986 - Converted to Staff Analyst in the Implementation Department of the Direct Marketing Center.

Coordinated the entire production process of various Direct Response Mail Solicitation projects, from component pricing through to delivery to U.S. Postal Service. Controlled project budgets totalling over \$1 million.

October, 1982 through
November, 1983

Internal Revenue Service
Criminal Investigation Division
P.O. Box 7758
Madison, Wisconsin 53707 Tax Fraud Investigator

Assisted Special Agents in the gathering of research and information relative to Federal criminal investigations, examined and extracted pertinent information from the records of banks and other government agencies, interviewed informants, took sworn affidavits from witnesses, indexed data and prepared analysis of evidence and supporting documentation to be presented during trial. Prepared drafts and assisted in the service of summonses and subpoenas, prepared a variety of reports including analysis of controls used by the group, gathered and summarized information for the group manager's quarterly and annual reports, etc.

EDUCATION

B.S. Degree, Social Welfare
Criminal Justice Major
University of Wisconsin - Milwaukee, Wisconsin
May, 1981

ADDITIONAL EDUCATION

Attacking The Adverse Deponent
Arizona Attorney General's Office
Phoenix, Arizona, May, 2003

Litigation Case Management
Practicing Law Institute
Milwaukee, Wisconsin May, 2001

The Paralegal as Investigator in Wisconsin
Institute for Paralegal Education
Milwaukee Wisconsin, September, 1997

The Personal Injury Paralegal in Wisconsin
Institute for Paralegal Education
Milwaukee Wisconsin, May, 1997

Analyzing Medical Records for the Wisconsin Paralegal
Institute for Paralegal Education
Milwaukee Wisconsin, January, 1997

Claim Orientation Program-Entry
Metropolitan Property and Liability Insurance Company
Warwick, Rhode Island, September, 1988

Life Office Management Association Courses,
November, 1986

Principles of Life Insurance
Operations of Life and Health Insurance
Administrative Skills Workshop

Allstate Enterprises, Inc.
Glenview, Illinois, September, 1986 through January, 1987

Participative Management Workshop
Milwaukee Regional Office - Allstate, January, 1985

Bodily Injury/Casualty Specialty Training
Milwaukee Regional Office - Allstate
September 1984 through December 1984

Adjusting Claims - Course 1
Allstate Tech-Cor Training Center
Northbrook, Illinois, November-December 1983

Tax Fraud Investigative Training Federal Law
Enforcement Training Center, Glynco, Georgia
November, 1982

REFERENCES

Personal and work references will be furnished upon request.

LISA A. ARTISON

- Past member, Northwest Milwaukee Unit, State Democratic Party of Wisconsin
 - Selected as Clinton Delegate to 1992 Democratic National Convention
 - Second Vice-Chair, State Democratic Party of Wisconsin, June, 1991 to June, 1993
 - Past Member, State Administrative Committee, State Democratic Party of Wisconsin
 - Past Chair, Convention Committee, State Democratic Party of Wisconsin
 - Past Vice-Chair, North Milwaukee Unit, State Democratic Party of Wisconsin
 - Past Member, Milwaukee County Council, State Democratic Party of Wisconsin
 - Past Member, Executive Board of Milwaukee County Council
State Democratic Party of Wisconsin
 - Past Member, Elections Commission, State Democratic Party of Wisconsin
 - Participant in numerous State and 5th Congressional District Democratic Conventions
 - Director of Re-election campaigns for Milwaukee County Sheriff Richard E. Artison,
1984, 1986, 1988, 1990, 1992, 1994
 - Senior Staff Assistant, Richard Artison for Mayor, 1996
 - Volunteer, Matt Flynn for Congress, 1988
 - Get Out The Vote Volunteer, 1984 Presidential election
 - Volunteer, Wisconsin Democratic Caucus, 1984
 - Volunteer, Matt Flynn for U.S. Senate, 1984
 - Volunteer, George McGovern for President, 1972
- Have provided assistance to Democratic campaigns in the following areas:
- | | |
|---|---------------------------------------|
| Long and short term strategic planning | Fundraising |
| Crisis management | Literature Development |
| Media relations | Special event planning |
| Minority relations | Recruitment/supervision of volunteers |
| Establishment of campaign organizations | Office work, lit drops, doors |