

STEPHANIE J. BAUS

1319 N. 6th Street
Sheboygan, WI 53081

Cell: (920) 901-6812
stephanie_grube@hotmail.com

CORE COMPETENCIES

Negotiation ♦ Management ♦ Organization ♦ Research & Analysis ♦ Attention to Detail ♦ Team Leadership & Development
Case Development & Management ♦ Strategic Alliances ♦ Written & Verbal Communication ♦ Client Relationships
Computer Proficiency ♦ Productivity & Efficiency ♦ Organizational Change ♦ Vendor Management ♦ Teaching
Proofreading ♦ Political & Economic Policy ♦ Document Management ♦ Problem & Dispute Resolution ♦ Mitigation
State & Federal Court Systems ♦ Complex Litigation ♦ Securities ♦ Tax ♦ Accounting & Payroll
Strategic Financial Planning ♦ Contracts ♦ Business Planning ♦ Invoicing ♦ Business Reports

PROFESSIONAL EXPERIENCE:

BAUS TRANSPORT, LLC, Sheboygan, WI **Business Manager**

March 2012 to April 2015

- Contract negotiation and management.
- Business planning and reporting.
- Invoicing, accounts receivable and payable, business and tax accounting.
- Compliance with all state and Federal DOT regulations and licensing requirements.
- Employee benefits and payroll processing.
- Organization of fleet maintenance.

KERSTEN & MCKINNON, S.C., Mequon, WI **Paralegal/Independent Contractor**

May 2011 to Present

- Complex litigation paralegal specializing in class action, securities and general litigation.
- Assist in case/class action settlement process.
- Case/file management and organization expertise.

SELF-EMPLOYED, Sheboygan, WI **Tax preparer/Consultant**

Feb. 1999 to Present

- Prepare income taxes for individuals, small businesses and non-profit organizations.
- Prepare monthly, quarterly & annual reports and business taxes, including state, federal and DWD.
- Accounting and tax consulting to individuals and small businesses, including new hire reporting.
- Assist clients with audit preparation and dispute resolution with the IRS.

GASS WEBER MULLINS, LLC, Milwaukee, WI **Paralegal**

April 16, 2009 to April 30, 2011

- Complex litigation paralegal specializing in product liability, securities and corporate defense.
- Member of the nation's most prominent food safety defense team.
- Trial assistant (manage witnesses, exhibits, jury pool background research, etc.).
- Extensive work researching and retaining expert witnesses.
- Extensive research and case development.
- Draft pleadings and correspondence.
- Manage large cases with voluminous documents.
- High level summarization of testimony, medical records and other documents.

KERSTEN & MCKINNON, S.C., Mequon, WI

Paralegal/Legal Assistant

Oct. 1, 2004 to April 15, 2009

- Complex litigation paralegal specializing in class action, product liability, securities and general litigation.
- Lead paralegal in case resulting in largest jury verdict in state history.
- Trial assistant (manage witnesses, exhibits, file and help with cross-examination questions).
- Extensive work retaining expert witnesses and working with them in preparation of testimony.
- Assist in depositions and settlement conferences.
- Extensive research and case development.
- Extensive work editing, writing, assembling and filing briefs in all jurisdictions.
- Draft pleadings and correspondence.
- Case/file management and organization expertise.
- Significant Court of Appeals and State Supreme Court experience.

WORLD FINANCIAL GROUP, WORLD GROUP SECURITIES INC. & INVESTMENT ADVISORS INTERNATIONAL, INC.,
Greenfield, WI

Independent Contractor/Registered Rep/IAR

July 2000 to July 2010

- Long-term financial planning.
- Help individuals and small businesses build and manage wealth.
- Build and maintain strong client relationships with integrity and an educational approach to money and finance.
- Conduct extensive financial and economic research and analysis.
- Built a large client base primarily through referrals.
- Built strong relationships with several product provider companies and economists.
- Organized and taught financial classes to the public and other investment professionals.
- Recruited, trained and managed a team of investment professionals.
- Received many awards including *WFG Rising Star Award*, awards for sales, production levels and team-building.

THE LEGAL REGISTRY, Milwaukee, WI

Paralegal/Legal Secretary Temp.

July 16, 2003 to Oct. 1, 2004

- Several temporary legal assignments including:
 - Quarles & Brady LLP**
 - Primarily corporate defense work in many practice areas.
 - Worked with several different practice groups utilizing my broad knowledge of legal practice areas.
 - Assistant to senior partner in labor and employment law group.
 - Able to quickly learn different areas of law and take over where needed with very limited training.
 - Runkel, Ansay & Haggenjos, S.C.**
 - Assistant to Senior Partner.
 - Specialized in high net worth divorce cases (*i.e.*, splitting corporations and large assets, etc.).
 - Prepared extensively for trials.
 - Detailed organization of document-intensive files.

SEEK, INC., Sheboygan, WI

Paralegal Temp.

Nov. 2002 to Dec. 2002

- Temporary assignment at Neuman, Humke, Moir, Mueller & Bohrofen, S.C.
- Assisted in the transition as the firm merged with another law firm.
- Provided support primarily in family law practice area.

DILLMAN, HOLBROOK, WURTZ & ROTH, LLP, Sheboygan, WI
Legal Secretary/Paralegal

July 1999 to May 2000

- Assistant to Senior Partner.
- Specialized in family law, corporate, small claims and collections.
- Assisted extensively with client interaction and relationship management.
- Extensive case development and management.
- Drafted legal documents, pleadings, correspondence and financial statements.
- Research and analysis.
- Organized and managed document-intensive files.
- Transformed major accounts and developed good working relationship with these business clients.
- Prepared income taxes for both individuals and corporations.

LAW OFFICE OF ATTORNEY MICHAEL T. SULLIVAN, JR., Milwaukee, WI
Legal Secretary/Paralegal

March 1998 to May 1999

- Assisted in Court and in preparation for hearings.
- Research.
- Drafted pleadings and estate planning documents.
- Extensive client interaction.
- Provided extensive clerical support for office, including billing.
- Handled accounting of business expenses.

U.S. HOUSE OF REPRESENTATIVES, HON. THOMAS E. PETRI, Washington, D.C.
Congressional Intern

Aug. 1997 to Dec. 1997

- Answered and directed constituent concerns.
- Assisted with the weekly radio show.
- Conducted research in various legislative areas.
- Attended committee hearings and bill mark-ups to gather information for the office.
- Assisted with campaigns and local grass-root initiatives.
- Provided clerical and administrative support to the office.

EDUCATION & TRAINING:

MARQUETTE UNIVERSITY, Milwaukee, Wisconsin
B.A. degree in political science and business administration, May 1999.

THE LES ASPIN CENTER FOR GOVERNMENT, Washington, D.C.
Fall Semester 1997.

UNITED NATIONS SEMINAR, United Nations, NY
Summer Session, 1997.

Several continuing education classes and seminars including topics on law, insurance, finance, tax, sales, and personal growth and development

LICENSES:

- Series 6, 63 and 65 Securities in WI, MN, IA and CA (Previous).
- Life, Health and Disability Insurance in WI, IA and CA (Previous).
- Mortgage Loan Originator in State of Wisconsin (Previous).
- Notary Public in State of Wisconsin.
- ERO (Electronic Return Originator) in Wisconsin.