

# JESSICA E. H. LYNOTT\*

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◆ Resides in Racine, Wisconsin since 2004 ◆

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## LEGAL LICENSE:

### **Illinois, 2003**

- Admitted to the State of Illinois and the Northern District of Illinois, Eastern Division

### **Wisconsin, 2004**

- Admitted to the State of Wisconsin
- Wisconsin State Bar Member
- Racine County Bar Association Member

## LEGAL EXPERIENCE

### **Racine County District Attorney's Office, Racine, Wisconsin**

#### **Assistant District Attorney, January 2017 - Present**

- Prosecuted and Assisted in Prosecution on cases in Juvenile, Traffic, Misdemeanor and Felony Courts.
- Tasks include:
  - Review referrals & make charging decisions
  - Case management and resolution
  - Coordination with Victims and Witnesses
  - Trial work

### **Barlow, Kobata & Denis, Chicago, Illinois**

#### **Associate Attorney, November 2003 – May 2004**

- Drafted pleadings and assisted with case management relating to Labor and Employment Law
- Attended court appearances and depositions
- Researched topics relating to litigation and policy implementation

### **Illinois Educational Labor Relations Board, Chicago, Illinois**

#### **Extern, January 2003 – May 2003**

- Investigated Unfair Labor Practice charges and drafted recommendations and complaints
- Attended meetings regarding Board regulations, procedures and case decisions

### **Jacobs, Burns, Orlove, Stanton & Hernandez, Chicago, Illinois**

#### **Law Clerk, April 2002 – January 2003**

- Drafted pleadings, motions, and related documents under attorney supervision within the area of Labor Law
- Attended hearings with attorneys
- Researched topics relating to litigation and arbitration

### **William H. Hunter, Attorney At Law, Chicago, Illinois**

#### **Law Clerk, May 2001 – April 2002**

- Drafted pleadings, motions, and related documents under attorney supervision
- Assisted with municipal court calls and reviewed files

**Crivello, Carlson, Mentkowski & Steeves**, Milwaukee, Wisconsin  
(Now known as Crivello Carlson, S.C.)

**Legal Secretary, December 1999 – July 2000**

- Assisted with discovery collection
- Drafted pleadings under attorney supervision and organized files

## **OTHER WORK EXPERIENCE**

**Carroll College**, Waukesha, Wisconsin

**Office of Admission – Visit Coordinator, August 1997 – December 1999**

- Scheduled prospective student visits
- Assigned student workers to tasks

**Graebel Van Lines, Inc.**, Wausau, Wisconsin

**Human Resources Intern, May 1999 – August 1999**

- Assisted with Paid Time Off records
- Audited new payroll system
- Attended applicant interviews

**Graebel Van Lines, Inc.**, Wausau, Wisconsin

**Dispatcher, May 1997 – August 1999**

- Assisted regional coordinator with dispatching duties

**Fiskars Inc.**, Wausau, Wisconsin

**Shipping Department, May 1996 – August 1996**

- Picked, boxed and shipped orders

**Ginseng Gardens**, Marathon & Edgar, Wisconsin

**Laborer, May 1992 – August 1995**

- Worked summers performing weeding duties, berry & root collecting, and other support tasks

## **EDUCATION**

**Chicago-Kent College of Law**, Chicago, Illinois

**Juris Doctor Degree, May 2003**

- Labor and Employment Law Certificate Program
- CALI Award in Collective Bargaining and Arbitration Course
- Employment Clinic Participant (Spring 2003)
- Labor and Employment Law Society Member
- Corporate Law Society Member

**Carroll College**, Waukesha, Wisconsin

**Bachelor of Science in Business Administration, Cum Laude, December 1999**

Minors: Politics and Economics

- Student Senate Member
- American Marketing Association Member (President 1998-1999)
- Future Business Person Award
- Pioneer Scholarship Recipient for academic excellence

## **TRAININGS**

- WI State Prosecutors' Conferences (Hosted by Department of Justice) 2017 - 2023
- Trauma Informed Care –2018
- Child Abuse Conference by Children's Hospital of Wisconsin – 2018
  - Drug Endangered Children training –2018
- State Bar of Wisconsin CLE Courses:
  - Legal Ethics – 2016, 2012, 2010, 2007
  - Estate Planning – 2016, 2012
  - Bankruptcy – 2016, 2012
  - Dynamic Presentation Skills – 2016
  - Employment Law Updates – 2012, 2010, 2008, 2007
  - Employee Benefits – 2012
  - Real Estate – 2010
  - Public Records/Open Meetings – 2010
  - Current Issues in Business Law – 2010
  - Effective Speaking for Lawyers – 2010
  - Anatomy for Lawyers – 2008
  - Negotiating Strategies for Lawyers - 2008

## **VOLUNTEER EXPERIENCE**

### **Racine Policeman's Ball, Racine, Wisconsin Committee Chair, 2017-present**

- Raise funds for K9 Law Enforcement units in Racine County in addition to other areas of support (i.e. Human Trafficking & Law Enforcement Peer Support)
- Racine Police Department's Community Partner Award, 2018

### **Junior League of Racine, Racine, Wisconsin Member, 2005 – present**

- President 2014-2015
- 10 years of Active Service Recognition, 2014
- Sustaining Member of the Year Award, 2015
- The President's Volunteer Service Award, 2013 & 2014
- Transformational Leader Recognition, 2014
- Fund Development Chair (2010-2011), Board Member & Leadership Team Member
- Assisted in revising and updating Bylaws and Standing Rules
- Assisted in developing Strategic Plan
- Volunteered at and/or Contributed to: Cops & Kids Reading Center; Community Meals; Racine Zoo; Women's Resource Center; Bethany Apartments; LiOUD Early Childhood Development Program; HALO; Children's Advocacy Center; Born Learning Trails; and Racine Heritage Museum.

### **Racine County Bar Association, Racine, Wisconsin Prior Board Member and Secretary**

**The Racine Zoo, Racine, Wisconsin  
Zoo Debut Committee Member, 2014-2016**

- Assisted in organizing fundraising event for the Racine Zoo

**The Prairie School, Racine, Wisconsin  
The Prairie Fund Committee Member 2014-2016**

- Assisted in raising funds for The Prairie School

**The Edgar VFW, Edgar, Wisconsin**

- Volunteered with fundraising efforts to support scholarship funds for over 20 years.

**\*All Education and Work Experiences prior to September 6, 2003 were under maiden name: Jessica E. Huebsch.**