HUSCH BLACKWELL



Brenda Zak

PARALEGAL

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OVERVIEW

Brenda's ability to work under pressure and multi-task allows her to prioritize the multiple needs of labor and employment clients without compromising quality.

Brenda primarily assists with labor and employment related work. She assists with the preparation and filing of legal documents in both state and federal court, the EEOC, and the NLRB; the maintenance of case files; drafting of pleadings; responding to discovery requests; and compiling, organizing, and bates stamping of discovery responses. Her responsibilities also include drafting litigation hold notices, settlement, separation, and related agreements under attorney supervision. Brenda further assists attorneys by analyzing documentary evidence, including the preparation of chronologies, timelines, etc. Brenda also helps attorneys prepare for union negotiations, disputes, and labor strikes.

After beginning her career as a legal assistant, Brenda pursued a paralegal role partly out of a desire for more opportunities to get to know and personally help the firm's clients. She's known as a team member who's always looking for a better solution. With a passion for the fast pace of legal work, Brenda consistently delivers a quality work product and is relied upon by her other team members.

Earlier in her career, Brenda served as a deputy court clerk and judicial assistant at the Milwaukee County Courthouse. That experience made her extensively familiar with how the court functions and thinks, and she knows firsthand what happens once the documents she's prepared and filed arrive in the courthouse's system. With a solid

Industries

Manufacturing
Technology
Transportation

Services

International Trade & Supply Chain
Labor & Employment

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understanding of what the court needs and how it manages the documents, Brenda is able to better serve clients and ensure that their cases are presented flawlessly.

Education

- Paralegal Certificate, Milwaukee Area Technical College
- B.A., Mount Mary University

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*Contact Brenda to set up an in-person consultation by appointment in the Milwaukee office.



2025 Pro Bono Champion

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