

## **JANA LAUREN HARRIS**

3151 Maple Drive NE  
Atlanta, Georgia 30305  
Phone 404-583-3364

### *PROFESSIONAL COMPETENCIES:*

- Legal Expertise: Superior ability in litigation, trial, contract, general civil and criminal law
- Management: Administration of large successful law firm(s), including, financial and facilities management, human resources. Sole manager for ninety-eight person firm; authored all employment policies; responsible for hiring, counseling and terminations; authored/implemented sexual harassment policy and numerous other law firm policies. Supervised accounting and IT functions and budget.

### *Experience:*

#### **Garland, Samuel & Loeb, P.C. &**

#### **Jana Lauren Harris, LLC**

**Atlanta, GA**

**2/05 – Present**

Special Consultant as well as member of prestigious boutique law firm. Full and varied caseload of white collar crime, civil, contract, criminal (numerous high profile) and general cases. Focus on firm marketing and management as advisor to senior partner. Consult with Senior Partner on all business, personnel, financial and marketing issues, due to experience as law firm administrator. Decides budgetary issues, personnel issues. Coordinates hardware and software purchases and works closely with bookkeeper to make firm budgetary expenditures and administer marketing budget. Also Marketing Director.

#### **Litigation Assistant/Trial Consultant/Business Manager**

**Winniman &**

#### **Winniman Springfield, MA**

**10/00-2/05** Business Manager and Litigation Consultant in general practice firm. Cases include civil, trusts and estates, wills, corporate, and contract. Also handled all business management and financial management of the firm, including negotiation with vendors, hiring of personnel and sole financial manager hands on, negotiated loans, reconciled accounts.

#### **Attorney**

**Garland, Samuel & Loeb, P.C.**

**Atlanta, GA 7/98- 9/00**

Attorney handling high-profile trials with Senior Partner and individual full case load. Intensive case load with excellent success record. Also responsible for media relations of this Federal and State practice with national reputation. Served at all times on the firm's three person management committee in making all firm marketing, personnel and

financial issues with founder and Senior partner. Supervised bookkeeper and compiled and furnished reports to Senior Partner concerning budgetary issues.

**Business Manager Icard, Merrill, Cullis, Timm, Furen & Ginsburg  
Sarasota, FL 2/92 – 7/98**

Solely responsible for general management of this ninety-eight person general service law firm in Sarasota. Supervised all profit and loss management including new cost containment initiative and handled all collections. Developed and implemented company policies, handled all hiring, firing and other human resource functions, supervised accounting department and hands-on created complete firm budget documents and compiled annual figures and reports; handled and organized annual meetings and presented financial, IT and personnel issues to Board of Directors. Personally featured in Panache magazine for accomplishments at this firm.

**Litigation Attorney Garland & Samuel, P.A. Atlanta, GA 6/81 – 12/91**

Managing Attorney of forty employee firm. Full general service caseload including entertainment, contract, civil and criminal. Superior client relations and case results. Participated in over eighty complex trials in State and Federal courts through the nation. Organized mock trial simulations and implemented new firm facility and marketing plan. Founded firm's Entertainment and Media Law Department and developed that business to include nationally known clients. Handled all human resource functions and supervised accounting department. Selected firm accounting and litigation support, case management software. Personally dealt with every aspect of management of the firm.

*Education:* **Juris Doctor** Woodrow Wilson College of Law, Atlanta  
**Undergraduate** Jacksonville State University, Alabama

*Memberships:* State Bar of Georgia, American Society of Trial Consultants, Atlanta Bar Association, National Association of Criminal Defense Lawyers, Georgia Association of Criminal Defense Lawyers, Georgia Association of Women Lawyers, Georgia Trial Lawyers Association, National Academy of Recording Arts and Sciences (as well as legal counsel, formed 501 c (3)).

*Honors/Awards:* National Bar Relations Award, Featured in Panache Magazine, Outstanding Young Women of America seven years, Officer's Award, State Bar of Georgia; Officer Entertainment Section four years; Special Appointment by then Lt. Governor Miller, Advisory Study Committee on Entertainment Industry in Georgia.

