



## Jennifer S. Ellis

Director of Administration  
Indianapolis  
317-968-8112  
jellis@k-glaw.com

### Education

---

- Butler University, 1990

### Author & Speaker

---

- Author, "Planning Retreats - Team Building, Not Turf Building", Res Gestae, October 2011
- Panelist, "Law Firm Safety & Security", Indiana State Bar Association CLE presentation, September 30, 2011

### Involvement

---

#### Memberships

- Association of Legal Administrators (ALA) - Indiana Chapter President, 1997, 2008
- Society for Human Resource Management
- The Harmonie Group - Firm Administrator Roundtable

#### Civic and Charitable Organizations

- L.I.F.E. Beyond Shortridge (Leaders In Firms Emerging) A Program of the Association of Legal Administrators - Program Director
- Shortridge High School Community Council - Member

#### Certifications

- PHR Professional in Human Resources Certification, 1997

## Biography

Jenny Ellis brings over 20 years of law firm management experience to her role as Director of Administration at Kightlinger & Gray, LLP. Although she oversees the function of most of the firm's day-to-day business activities, her primary areas of focus are strategic planning, communication, compliance, facilities management, workflow efficiency, and contract negotiations. Jenny is certified as a Professional in Human Resources (PHR.) She is an active member of the Indiana Association of Legal Administrators, having served in a number of capacities on the Board of

Directors, including two terms as President. Additionally, she serves on the Shortridge High School Community Council and is the Program Director for L.I.F.E. Beyond Shortridge (Leaders In Firms Emerging), a program of the Association of Legal Administrators.