



Olivia G.T. Kopitzke

Paralegal

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Olivia Kopitzke is a paralegal in Reinhart's Trusts and Estates Practice, where she coordinates the firm's Trust Services program. Olivia provides clients with dedicated, timely assistance in administering irrevocable and insurance trusts. She prepares and reviews trust accountings, facilitates and documents trustee meetings, oversees the maintenance of compliance records and serves as the starting point for all new trust services engagements.

Olivia works to make trust administration as streamlined and seamless as possible so clients can focus on big-picture plans. Her long-standing investment in the Trust Services program since its inception gives her a unique depth of experience that she brings to each client relationship, and her background in higher education provides her with a researcher's attention to detail and a teacher's commitment to caring for the whole person. Olivia finds satisfaction in coordinating a talented team and supporting those entrusted with guarding the dreams of others.

Outside work, she enjoys gardening, translating and making music with friends.

Education

- B.A., summa cum laude, Marquette University (Classical Languages and English Literature)
- M.A., Marquette University (English Language and Literature)

Languages

French, Italian, Latin, Classical Greek

Practices

- Trusts and Estates



Services

- Trust Services

Matters

- Manages the ongoing administration of irrevocable trusts, including preparation and review of accountings, facilitation and documentation of trustee/beneficiary meetings and maintenance of compliance records
- Manages the ongoing administration of insurance trusts, including coordination of contributions and premium payments, preparation of withdrawal notices and maintenance of compliance records

Honors & Affiliations

Honors:

- State Bar of Wisconsin Certified Paralegal
- Reinhart's Extra Mile Award

Affiliations

- Phi Beta Kappa
- Alpha Sigma Nu
- Eta Sigma Phi
- Sigma Tau Delta