

## PROFESSIONAL EXPERIENCE

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**Flagler Law Group LLC, Sisters, Oregon**

Legal Assistant • *September 2006 to present*

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- Paralegal to publishing clients
  - Publishing agreements
  - Manuscript/libel review
  - Permissions
  - Licensing contracts
  - Trademark filing and docketing
  - Copyright projects
- Provide legal assistant support to Brian Flagler and firm clients

**Multnomah Publishers, Inc., Sisters, Oregon**

Legal Administrator/Publishing Rights Coordinator • *April 2001 to September 2006*

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- Administered contracts related to publishing, including author contracts, subrights contracts, design and art agreements
- Registered all publications for copyright with US Copyright office
- Administered all incoming permission requests and outgoing permission licenses
- Purchased and administered the use of rights-controlled images
- Conducted libel review under direction of General Counsel

## EDUCATION

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**University of California, San Jose**

Bachelor of Arts

**International Trademark Association**

Trademark Basics for Trademark Administrators