

PROFESSIONAL EXPERIENCE

Flagler Law Group LLC, Sisters, Oregon

Legal Assistant • *September 2006 to present*

- 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*

- 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

University of California, San Jose

Bachelor of Arts

International Trademark Association

Trademark Basics for Trademark Administrators