
Entertainment Paralegal Resume

Job Objective

A highly talented Entertainment Paralegal seeking an opportunity to work with your growth oriented organization.

Highlights of Qualifications:

- Hands-on experience in preparation, negotiation and management of entertainment-related contracts, clearances, and licenses
 - Immense knowledge of music publishing, distribution, sponsorship and marketing practices
 - Extensive knowledge of legal research, copyright laws and transfer termination procedures
 - Proficient in using Lexis, Westlaw, Microsoft Office and internet
 - Ability to handle and maintain confidentiality of sensitive information
 - Ability to communicate with all levels of management and employees, in a tactful manner
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Professional Experience:

Entertainment Paralegal
Rollin' Studios, Inc., Mariposa, CA
August 2012 – Present

Responsibilities:

- Prepared, interpreted and evaluated talent production and sponsorship agreements.
- Created and managed promotion sweepstakes and contest rules, efficiently.
- Summarized and explained about entertainment contract requirements and compliance.
- Conducted copyright-related searches and resolved entertainment contract issues.
- Established and maintained professional relationships with company employees, clients and outside counsel.
- Arranged, updated and maintained all contract files and status reports.

Entertainment Paralegal
Warner Bros. Entertainment Group, Mariposa, CA
May 2009 – July 2012

Responsibilities:

- Drafted and filed legal documents, trademark applications and legal responses.
 - Prepared agenda for and coordinated all trademark review meetings.
 - Advised and assisted attorneys in contract disputes and agreement litigation matters.
 - Organized witness interviews and assisted lawyers in preparation for hearings.
 - Assisted in creating entertainment presentations and conducted talent contract negotiations.
 - Ensured timely execution of entertainment events and supervised event volunteers, as requested.
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Education:

Bachelor's Degree in Legal Studies
Nicholls State University, Thibodaux, LA

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