

PROFESSIONAL EXPERIENCE:

Greenberg Traurig LLP, New York, New York
Immigration Paralegal, January 2013- April 2013

- Responsibilities included:
 - Preparation, review, and filing of various immigration documents
 - Interactions with various parties, including clients and government officials
 - Translation of promotional materials from and to Russian
 - Legal and online research
 - various projects for supervising attorneys, as needed

Flemming Zulack Williamson Zauderer LLP, New York, New York
Consulting Paralegal, October 2011- January 2013

- Responsibilities included:
 - Discovery review, preparation and translation of foreign documents
 - Interactions with various parties, including clients and non-parties to a case
 - providing insight into various cultural and political aspects of an international lawsuit
 - various projects for attorneys, as needed

Limbus Press Publishing House, Saint Petersburg, Russia
Foreign Rights Director, 2008- 2011

- Managed and supervised foreign rights department
- Responsibilities included:
 - Developed and oversaw publishing rights for books and related products domestically as well as abroad
 - Coordinated process of sales and purchases of copyrights, from initiating sale of a publication to new contacts, through to ensuring that particular publication is produced on schedule.
 - Liaised with authors, editors, translators and other publishers
 - Maintained all records of sales and purchases; produced invoices
 - Generated and reviewed copyright agreements
 - Represented the company at numerous international book fairs

Cowan Liebowitz & Latman, LLC, New York, New York
Senior Paralegal, 2004 - 2008

- Specialized in intellectual property law. Trademarks and Copyrights.
- Responsibilities included:
 - Conducted legal research and on-line use specimen research, drafted and electronically filed oppositions and prosecutions with the USPTO, conducted general trademark searches for purposes of registration, and filed registrations and cancellations for MLB as well as various other high-profile clients.
 - Managed more than 200 active cases for Recording Industry Association of America as Project Manager
 - Prepared, edited and reviewed legal documents
 - Maintained case dockets; handled court filings; served process
 - Assisted with international arbitrations
 - Interacted with clients, opposing counsel, judges and court legal staff

LANGUAGES: Fluent in Russian. Working knowledge of German.

COMPUTER EXPERIENCE:

Research: Internet, Westlaw, LexisNexis, Pacer

Software Proficiency: Word, Word Perfect, Excel, Concordance, CaseMap, MA3000, Juris, Adobe Acrobat Professional, Photoshop, PowerPoint, HTML

EDUCATION:

St. John's University School of Law, Queens, NY

August 2001-December 2007, Degree not attained.

State University College of New York at Oneonta, Oneonta, NY

Degree: Double B.A. in English Literature/Philosophy, *Cum Laude*, 2002

Honors: • Kai Alpha Epsilon Honor Society • Dean's List • President of the English Club

REFERENCES: AVAILABLE UPON REQUEST