

# Ellen Diner

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## **EXPERIENCE**

### **Prologis, East Rutherford, NJ**

*Leasing & Marketing Coordinator, April 2014 – January 2016*

Oversaw all leasing transactions and marketing for entire real estate portfolio in greater NY/NJ area; prepared/drafted leases, amendments, vendor and broker agreements; supervised/reviewed marketing material, such as billboards and brochures, to ensure strict adherence to company branding; analyzed, tracked, and generated reports on leasing activity and vacancy statistics; calculated and authorized broker commissions; served as liaison to brokers, vendors, and customers

### **Sagat|Burton LLP, New York, NY**

*Associate Attorney, October 2013 – April 2014*

Drafted/reviewed contracts, request for proposals, license agreements, and local statutes; evaluated licensing agreements and insurance coverage for local vendors; conducted extensive legal research and drafted memoranda on legal issues pertaining to lobbying, banking and finance regulation, and NY municipal law.

### **Internet Brands, Los Angeles, CA**

*Legal Intern, In-House Counsel Department, March – May 2013*

Assisted in trial preparation, discovery process, and hearings; conducted extensive legal research on intellectual property issues including developments in internet privacy, new media, and contract law; drafted memoranda, client contracts, licensing agreements, and correspondence including cease and desist letters; redlined contracts; assisted with due diligence during merger and acquisition process

### **Entertainment Law Partners, Los Angeles, CA**

*Legal Intern, June – August 2012*

Conducted extensive research on intellectual property issues including copyright and trademark infringement; drafted memoranda, client contracts, licensing agreements, talent release forms, and motions; redlined contracts; summarized documents for supervising attorneys and clients

### **Small Claims Clinic, Los Angeles, CA**

*Student Volunteer, July 2011 – May 2013*

Met with potential litigants to obtain basic facts about their case; provided information on the small claims process including: how to start a claim, serve a party, proceed if served with a claim, prepare evidence, and what to expect in court on day of hearing

## **EDUCATION**

### **Southwestern Law School, Los Angeles, CA**

*SCALE Program, May 2013: Two Year Accelerated J.D. Program*

*Relevant Course Work:* Entertainment Law, Copyright, Music Law, Fashion Law

*Recipient, CALI “Excellence for the Future” Award (highest grade in course):* Legal Research and Writing;  
*Witkin Award for Academic Excellence (highest grade in course):* Legal Research and Writing

### **Rutgers University, New Brunswick, NJ**

*Bachelor of Arts, Psychology, May 2000; Honors, Livingston College Honors Program*

*Recipient, Denis J. Crimmins Memorial Scholarship: full academic scholarship*

## **LICENSES & SKILLS**

Admitted to the Bar in New York and New Jersey in 2014

Fluent Russian