



Brittany J Rosario | The Versatile Writer, LLC
A.B.A Paralegal Studies Certificate with Honors, Hofstra University, June 2020
B.A. English & Professional Communication, Kennesaw State University, Dec. 2016

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Work Experience

*Intellectual Property Asst
& Compliance Coordinator*
Research Foundation SUNY
Aug. 2023-Present
Albany, NY

Support the Industry & External Affairs team by delivering technology transfer and commercialization support services to SUNY faculty, staff, students, and external partners; Directly assist with technology evaluation, intellectual property, and business development professionals, entrepreneurs, and inventors across the SUNY enterprise to move innovation; Primarily responsible for the management and maintenance of an intellectual property portfolio.

Senior Paralegal
Gianfortune & Mionis, P.C.
Sept. 2022 - April 2023
Mineola, NY

Operating phone systems to screen and conduct calls with clients, adversary counsel and relatives
Schedule calendar events and respond with appropriate correspondence regarding but not limited to depositions, motion dates, discovery deadlines per court order, client meetings, IME/DME, etc.
Draft, e-file via NYSCEF and service for Notice of Medical Malpractice per CPLR, BCL, etc.

Legal Secretary
LBC&C
Feb. 2022 - Sept. 2022
Melville, NY

Produce legal documents by formatting and editing hanging quotes, footnotes, citations, etc.
Read, research, review and verify information in correspondence, reports, and e-filing documents
Handled case management details with opposing counsel, clients, judicial admin staff and vendors
Completed administrative forms, such as billable hours or expense reports for handling attorneys

Paralegal
Sokoloff Stern LLP
Aug. 2018 - Oct. 2021
Carle Place, NY

Draft, revise and serve legal documents (answers/motions, discovery demands, subpoenas, etc.)
Organize and maintain event and deadline calendars for partners, associates and paralegals
Electronically file documents within state, federal and appellate courts (via NYSCEF/ECF)
*promoted from Legal Assistant, May 2020

Sr. Marketing Associate
Advanced DDS
July 2017 - July 2018
Garden City, NY

Generated SEO/web-based tracking reports and conducted meetings to review the results
Compiled demographic data and market research to analyze trends and generate new patient leads
Produced original blog, infographic and social media content based on brand specific guidelines
Delegated daily tasks to ensure the efficiency and coordination of quarterly marketing campaigns

Sales Associate
Express, Inc.
April 2017 - Dec. 2018
Garden City, NY

Ensured that new merchandise and products were on the sales floor, sized and colored accordingly
Assisted customers with styling choices for special events, work and overall day to day fashion
Additional tasks included: stocking, cleaning, folding and completing check out transactions
*stylist in training, as of Sept. 2018

Resident Assistant
Dept. of Housing & Res Life
Jan. 2016 - May 2016
Kennesaw, GA

Built a community, served as a role model and acted as a service leader
Planned and promoted residential bonding experiences and team building events
Conducted wellness checks, secured the dormitories after hours and responded to emergencies
*promoted from House Manager, May 2014

Marketing Consultant
Portea Medical
May 2015 - August 2015
Kuala Lumpur, Malaysia

Initiated referral and rewards programs for new and existing patient engagement/incentives
Designed at-home kits, call scripts and clinician programs to re-engage with former patients
Developed surveys, evaluated results and perfected target markets for Focus Group interactions

Managing Editor
The Sting: Magazine
Sept. 2014 - Dec. 2016
Marietta, GA

Recruited, hired and trained staff writers and section editors in trending topics, photography, etc.
Created digital content and print layouts to build audience rapport and increase readership
Managed administrative paperwork - payroll, office hours, and quarterly/annual budgeting
*promoted from Lead Copy Editor, Dec. 2014

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Non-Profit Receptionist
Ruffalo Noel Levitz
March 2014 - Dec. 2016
Kennesaw, GA

Contacted Alumni & Parents to request financial support for Kennesaw State University
Handled large quantities of secure information through web based fundraising software
Created memorable moments by building relationships and maintaining a positive attitude

Office Assistant to the
Dean of Administration
KSU Dept. of Engineering
Nov. 2013 - Dec. 2014
Marietta, GA

Established interdepartmental relationships through collaborative projects and events
Designed and published monthly newsletter for team building events and employee recognition initiatives to boost moral and enthusiasm in the workplace
Constructed a digital file share system to store and share information utilizing the latest recordkeeping tools

Team Member
& Marketing Mascot
Chick-fil-A
July 2011 - May 2014
Fairburn & Marietta, GA

Engaged with customers to create memorable experiences through "second mile service"
Handled customer service complaints and found new resolutions that satisfy customer demands
Recorded and fulfilled over 250 transactions per day at various workstations
Attended and hosted seasonal events as the Baby Cow Mascot (a silent role, but tons of fun!)

Professional Skills

General	Project Management	Media	Graphic Design & Visual Art	Legal	CLE Courses: 68 hours
	SEO & Google Analytics Certified		Digital & Print Marketing		Grant & Proposal Writing
	MS Office, Google Docs		Professional Web Blogging		NYS Notary Public - exp. 2027
	Public Speaking & Presentations		HTML, CSS, JavaScript		Case Management & filing systems
	Event Planning & Coordination		Adobe Suite: ID, Ps, Ai, & Dw		TimeMatters, PCLaw, WestLaw, TrialWorks, iEdison, Minuet/Intreum

Publishing Projects

Anticipated Release:
Winter 2024

Poetic Collections: Books 1-3:
Falling for You | Parachute Thoughts for Everyone | Grounded in Love

Anticipated Release:
Fall/Winter 2025

Novel Series: Born in Sin, Books 1-5:
of Envy & Lust, of Wrath, of Gluttony & Sloth, of Greed, of Pride

Anticipated Release:
Spring/Summer 2030

A Collection of Children's Tales:
A children's book series composed of classical tales, metaphors for good conscience and riddles for development

Organizational Involvement

Since September 2023
Since July 2020
Since November 2015
Aug. 2015 - Dec. 2016
Jan. 2015 - Dec. 2016
Dec. 2014 - Dec. 2016
Sept. 2014 - Dec. 2014
Aug. 2014 - May 2016
Aug. 2014 - May 2015
Jan. 2014 - Dec. 2014

IP Asst & Compliance Member Association of University Technology Managers (AUTM)
Paralegal Member American Bar Association (A.B.A.)
Alumni/Life Member Gamma Phi Beta Int'l Sorority, Delta Omicron Chapter
Emerging Fellows Program Center for Student Leadership
Lifestyle Editor The Peak: KSU Lifestyle Magazine
Managing Editor The Sting: KSU Lifestyle Magazine
Lead Copy Editor The Sting (SPSU): Student News Publication
Public Relations Chair Society of Women Engineers (SWE)
Publications Coordinator National Society of Black Engineers (NSBE)
Secretary & Leadership Consult National Society of Leadership & Success (NSLS)

Volunteer Work

Jan. 2024-Present
Aug. 2018 - Dec. 2021

Capital District YMCA ___ hours
[Long Island Cares](#) 80 hours

Special Training Courses

October 2023
June 2021
April 2021
March 2018

AUTM University: Compliance & Operations track, Kansas City, Missouri 18 hours
Electronic Discovery Institute - eDiscovery Practice Certification 40 hours
Daymond John (On Demand) - marketing and business workshops 18 hours
SafeSpace, LGBTQIA+ Retention Services Training 6 hours