

# **Lisa Rhyne**

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## **FOX SEARCHLIGHT PICTURES, INC. – Los Angeles, CA – 2015 to Current**

### **Executive Legal Assistant/Paralegal to the Vice President of Business and Legal Affairs, Feature Films – Notary Public**

I work as a senior paralegal drafting deal memos to contracts for above-the-line A-level acquisition and development deals for Searchlight. Duties include: executive calendaring, travel and expenses, track deals from initiation through final execution and on to production, track rights deadlines, submissions, contracts and payments, act as a liaison between our offices and the unions as well as the production offices on our “go pictures” (both national and international) and coordinate with the below-the-line teams. I am also a Notary Public for all Twentieth Century Fox Films Divisions.

## **NEW MEXICO DEPT. OF CORRECTIONS – OFFICE OF GENERAL COUNSEL – Santa Fe, NM – 2012 to 2014**

### **Litigation Paralegal – Executive Assistant – Notary Public**

- Support of six staff attorneys, Executive Assistant to the Office Manager and EEO Officer;
- Intake/processing/tracking employee disciplinary appeals with State Personnel Board and district court;
- Front desk reception coverage, security screening and intake and screen media and public inquiries, IPRA requests;
- Assisted the General Counsel and Governor’s office during the legislative session with proposed legislation;
- Draft and file pleadings, affidavits, exhibits, answered discovery, inventory purchasing/invoicing and time keeping;
- Research/investigate case law, file claims, inmate classifications, medical records, and employee personnel history.

## **WALLER LANSDEN DORTCH & DAVIS, LLP – Nashville, TN – 2008 to 2011**

### **Executive Legal Assistant/Paralegal in all legal practice areas – Floater Coordinator – Notary Public**

- Managed online data rooms, tracked IP projects, liaison with top government officials/lobbyists and major clients;
- Wrote and edited the NBA Young Lawyers Division’s *OYEZ!* Newsletter;
- Created advanced PowerPoint presentations for trials and major publicity campaigns;
- Due to my trainings and advanced skills, they promoted me to floater for entire firm replacing six staff floaters;
- Managed staff for over 220 attorneys, plus paralegals and secretaries including supervision and approval of all work product, organization, delegation, time management, adaptability and extreme diplomacy.

## **LINER YANKELEVITZ SUNSHINE & REGENSTREIF, LLP – Los Angeles, CA – 2006 to 2008**

### **Entertainment, Corporate Paralegal and Executive Assistant to Bertha Willner**

- Backup Executive Assistant to Josh Grode, Partner;
- Helped set up: Lionsgate, Summit Entertainment, The Weinstein Company and several other entertainment entities;
- Extensive interaction with high-profile international clients on a regular basis;
- Multiple corporate closings, ensuring deadlines on international multi-billion dollar transactions were met;
- Utilized my Webmaster skills to improve/upgrade the company’s intranet and create electronic forms.

## **CITADEL/ALLIANCE ATLANTIS ENTERTAINMENT – Los Angeles, CA – 1996 to 2001**

### **Legal Assistant to the Executive VP, Senior VP and VP of Business and Legal Affairs**

- Backup Executive Assistant to President David Ginsburg and President of Legal Affairs as needed;
- Managed and drafted all legal contracts, producer overall deals, purchases/options and deadlines;
- Calendared and tracked all schedules from our executives to productions, contracts, renewals, options, etc.;
- Client liaison between the legal department and all producers, talent and their representatives.

## **LEE HAAS AND ASSOCIATES – New York, NY and Los Angeles, CA – 1991 to 1994**

### **Office Manager, Executive and Personal Assistant to Mr. Haas, President/Owner**

- Management and supervision of New York and Los Angeles offices and location production offices;
- Payroll, contracts, supervise all aspects of productions, compose and disseminate press releases;
- Arranged extensive travel for Mr. Haas while managing his personal and professional calendars.

## **EDUCATION, AWARDS and VOLUNTEER WORK:**

### **BALL STATE UNIVERSITY – Muncie, Indiana – Bachelor of Science**

### **UCLA Writers Program and The Hollywood Film Institute**

**Awards/Acknowledgements:** National Honor Society, Who's Who Among American High School Students and Who's Who Among American College Students; Indiana State Higher Education Scholarship (4 yr.)

**Volunteer:** SAG-AFTRA, Motion Picture & Television Fund (MPTF) and other various organizations

## **SKILLS:**

MAC and PC Proficient, Type 85+ wpm, Contracts Specialist, Advanced Legal Writing, Due Diligence, Tracking Deadlines, Microsoft Office Suite, Adobe Creative Suite, Hummingbird DM, Dictation, Proofreading, Publicity and Promotion Work, Travel Planning, Itinerary/Calendaring, QuickBooks, Accounting, TimeSlips (various timekeeping software), Executive Expense Reports, Tax Return Preparation, Multi-Billion Dollar Corporate Closings, Team Leader, Office Management, Supervisor, Trial Production, Front Desk Reception, Customer Service, Librarian (BSU 3 yrs), Multimedia Projects, DreamWeaver, Web Design (HTML and PHP and others) and Westlaw/LexisNexis research, etc.