

**William Falcone**  
[billjessst@aol.com](mailto:billjessst@aol.com)

8 years of litigation paralegal experience. 3 years of corporate paralegal supervisor duties. Credentialed English teacher.

**Novartis AG (Chiron Corporation)**, 4560 Horton St, Emeryville CA

Paralegal Supervisor, Contracts, May 2003 – July 2006

- draft, negotiate and administer hundreds of simple and complex contracts, including rights clearance, license, service, software, consulting, collaboration, and confidentiality agreements
- confer with many internal and external IP lawyers on contract issues
- identify legal, financial and business issues and draft language to incorporate in contracts
- supervise five Contract paralegals in drafting of complex and simple contracts and maintenance of contract data base
- educate Contract paralegals and client groups with respect to legal contract issues

**Morgan, Lewis & Bockius LLP (Brobeck, Phleger & Harrison LLP)**, One Market, San Francisco, CA

Litigation Paralegal, March 1999 – May 2003

- lead litigation paralegal on two major, complex trials including a month-long IP trial
- all paralegal duties, discovery through trial, on multi-site, complex environmental insurance actions, asbestos actions, intellectual properties actions, bankruptcy actions, anti-trust actions

**Anderson, Kill & Olick, P.C.**, 1251 Avenue of the Americas, New York, NY

Litigation Paralegal Case Manager, Oct 1995 – Dec 1998

- all paralegal duties from discovery through trial on complex civil litigation matters
- supervise paralegal case team – including training, scheduling and conflict resolution, medical record summarizing, scientific research, deposition digesting, privilege review, extensive legal research

**Berkeley Farms**, Emeryville, CA, Accounting Assistant, July 1993 - May 1995

**Pinole Valley High School**, Pinole, CA, English Teacher, Sept 1992 - June 1993

**Pathology Institute**, Alta Bates Hospital, Berkeley, CA

Line Supervisor, Specimen Processing, Feb 1983 - Mar 1992

- coordinate hiring, scheduling and monitoring staff of 15 employees in a 24-hour reference laboratory
- responsible for daily processing of 1000+ specimens, including data input, distribution, and resolution of client complaints; conduct error investigation, update specimen requirements, interpret large volume of written and verbal medical instructions

### **Education**

- Paralegal Certification, UC Berkeley
- Professional Secondary School Credential, English, San Francisco State College
- Bachelor of Arts, English, SUNY Oneonta
- one year in MA English creative writing program, SUNY Binghamton

### **Hobbies**

- bicycled across the United States twice
- creative writing, furniture making, ceramics, photography