

BRYNN J. HUTCHINSON

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EXPERIENCE

Goff Law Corporation, Santa Monica, CA

August 2023 - Present

Legal Assistant, Films

- Arrange on-site and virtual corporate meetings with producers, sales agencies, and distributors.
- Primary coordinator for sponsored events, handling marketing through advertisement (i.e. American Film Market 2023).
- Serve as the point of contact between the lead attorney and the broader administrative team, maintaining company calendar.
- Company liaison, scheduling introductory meetings with leading production companies.
- Updating case management system and file hosting system.
- Coordinating other projects for the firm as requested (i.e. transitioning and setting up company phone system)

Law Office of Bryan J. Hutchinson, PLLC, New York, NY

July 2017 - July 2023

Legal Administrative Assistant (Seasonal)

- Proofread and edit legal documents, including pleadings, memoranda of law, affirmations, affidavits, and contracts to identify and correct grammatical errors and formatting inconsistencies.
- Managed and maintained electronic and physical files, ensuring confidentiality and accessibility.
- Generated and submitted invoices based upon established accounts receivable schedules and terms.
- Used data entry skills to accurately document and input statements. Identified, researched and resolved billing variances to maintain system accuracy and currency. Monitored outstanding invoices and performed collections duties.

New York University Residential Life and Housing Services, New York, NY

August 2020 - May 2022

Resident Assistant | Undergraduate Student Affairs

- Increased student engagement through programming and coordinated events, organizing both active and passive programs that are relevant to recent events and trends. Creating and leading over 15 events that aided in community building and increased resident turn-out.
- Designed and produced marketing materials to be shared internally across university systems and publicly through social media platforms. Launching 6% of building events.
- Managed a university residence floor of over 61 undergraduate students. Facilitating group discussions, providing feedback, and leading crisis-management. Enforcing rules and regulations to maintain a safe and orderly environment.

EDUCATION/PROFESSIONAL DEVELOPMENT

New York University, New York, NY

May 2022

College of Arts and Science - Bachelor of Arts Degree

GPA: 3.67/4.00

Field of Study: Linguistics and Anthropology; minor in History

Honors: Dean's List (2019), Julius Silver Scholarship (2022), University Honors Scholar (2022), Edward Sapir Prize (2022)

Relevant Courses/Programs

NYU, Tisch School of the Arts

Legal Aspects of the Entertainment Industry (Copyright)

Spring 2022

New York County, CLE Institute

Matrimonial Law - The Basics and Beyond (Day Two)

July 2022

Intellectual Property Licensing 101

May 2023

Forage, Work Experience Programs

White and Case - US Intellectual Property Virtual Learning Program

In Progress

LEADERSHIP EXPERIENCE/ACTIVITIES

Anthropology Undergraduate Student Association | AUSA

October 2020 - May 2022

President of Executive Board, Member

- Coordinated event-planning, initiating outreach for guest speakers. Maintained communication between members and e-board through weekly emails and messages. Boosted member subscription by 100% through digital community outreach.
- Collaborated with major department heads to facilitate spaces of support for students.

Undergraduate Law Society at New York University | ULS

November 2020 - May 2022

- Active member, attending various webinars and admission panels.

SKILLS/INTERESTS/MISCELLANEOUS

- Proficient in Microsoft Office (Word, Excel, Powerpoint, Outlook), Mailchimp (email-marketing), basic knowledge of Adobe Photoshop and Illustrator. Additionally, experienced in LexisNexus, Westlaw, and digital ethnographic and qualitative research.