

Kamaria Williams

EDUCATION:

City St George's, University of London
Graduate Law

September 2025

USC Gould School of Law (MSL)

Master's Certificate with a concentration in Entertainment Law and Industry

September 2024

New York University, Tisch School of the Arts

Bachelor of Fine Arts

May 2013

3.5 GPA, Cum Laude

EXPERIENCE:

NBCUniversal, a Comcast Company, Universal City, CA

August 2023-September 2024

Paralegal

- Drafted, edited, commented, redlined, and reviewed a high volume of intellectual property license agreements and related documents, associated with the licensing & marketing of intellectual property content for consumer products of NBCUniversal's properties.
- Drafted Master Merchandising License Agreements in all regions worldwide (APAC, North America, Latin America, and EMEA), Schedules, Amendments to Schedules, Work for Hire Agreements for Creatives & Contractors, Demand & Breach Letters, Promotional Deals, and more.
- Conducted research and drafted a memorandum outlining underlying rights for NBCUniversal's film & television properties.
- Corresponded with internal business partners, other NBCUniversal legal departments, and external licensees.
- Maintained relationships and liaised with NBCUniversal's business partners, vendors, and contractors
- Organized and maintained documents and files while maintaining compliance with the company's Records Management, Corporate & Data Privacy Policies
- Researched and liaised with internal NBCUniversal groups for motion picture and television rights
- Assisted with production and product releases in conjunction with NBCUniversal's film and television releases
- Assisted with additional vendor, contractor, and production development agreements
- Sparsely trained the BLA Team's Coordinator/Assistant on the job and workflow essentials: document management, project tracking, reading, drafting & and proofreading contracts
- Provided additional support to the Business & Legal Affairs Team (including, but not limited to, the Vice President and other Senior Legal Staff) as needed.

Starz Entertainment, a Lionsgate Company, Santa Monica, CA

November 2022-May 2023

Paralegal/Contract Administrator, Rights Management (Contractor)

- Ascertained & entered rights information from intercompany licenses & content acquisition agreements
- Performed daily data & database management & agreement review for deal memos, intercompany licenses, original productions & content acquisition agreements for third parties
- Assisted with obtaining third-party materials, copyright, and IP clearances, including but not limited to: Certificates of Insurance (COI), Foreign Language(s) & Subtitles materials, Brand and Logo Clearances for original and acquired films and television shows
- Organized and maintained documents and files while maintaining compliance with the company's Records Management Corporate Policy
- Drafted, edited, commented, and reviewed Starz Entertainment's intellectual property license agreements for original scripted television and film/motion pictures
- Researched film/motion picture and television rights before approving the release and airing of acquired & original television shows and films via Starz's internal (IMBS) program system
- Assisted with production releases, including but not limited to film materials and Development Agreements
- Handled writers' contracts and production issues
- Managed thousands of the company's legal contracts via Starz Entertainment management systems
- Assisted Starz Entertainment with their independent document management and cloud systems, with Lionsgate's internal and cloud-based systems
- I have completed other tasks and projects as assigned, such as contract drafting and assisting the SVP, EVP, and Senior Manager of the Legal Team.

Charlotte Tilbury, London (Onsite) & New York (Remote)

November 2018-January 2019

August 2021-November 2022

Fraud Analyst (Contractor)

- Reconciled credit card transactions for daily website orders (est. 600-2,000 daily)
- Investigated & canceled possible fraudulent orders in a timely & effective manner
- Worked with banks to resolve potential customer identity theft & actual fraudulent activity
- Trained and advised customer care specialists on spotting unusual payment activities

Travel Work Experience, London, U.K.

August 2016-November 2022

Audible, Inc., an Amazon Company, Newark, NJ

August 2015-August 2016

Paralegal/Executive Legal & Business Affairs Assistant (*Contractor*)

- Created effective electronic and manual filing systems for the legal team's contracts
- Managed thousands of the company's legal agreements via iManage & Amazon software & systems
- Organized and maintained documents and files while maintaining compliance with the company's Records Management Corporate Policy
- Drafted, redlined, and proofread & managed a high volume of critical Publishing contracts & legal documents for the New Jersey, San Francisco, Seattle, Tokyo, & London offices
- Researched and assisted with contractual actor appearances & likeness, novel, publishing, motion picture, and television rights for Audible, Inc.'s audiobooks, marketing, and promotions
- Booked domestic & international travel for the Vice President of the legal team & managed travel expense reimbursements via Concur
- Acted as a liaison to the Talent for any of their concerns, including expediting their work visas
- Assisted with production releases (appearance, location, materials, etc.), vendor agreements, and development agreements
- Assisted with contracts for scripted television and motion picture films expanded into podcasts and audiobooks, including the official launch of Pottermore (Harry Potter Universe)
- Researched and handled WGA and SAG issues for Audible content and performers
- Trained a Junior Paralegal Assistant on the job & workflow essentials: document management, project tracking, reading, and proofreading contracts
- Assisted Audible with their independent iManage document and cloud systems, with Amazon's internal and cloud-based systems

SKILLS:

Able to type 55 WPM (Words Per Minute)

Able to juggle multiple tasks and Meet Deadlines

Spanish (Conversational- Intermediate)

Proficient in Adobe Suite, Apple & Mac iOS Systems

Expert in iManage

Experience with ADP

Expert in Microsoft Office: Word (redlining & editing), Excel, PowerPoint, SharePoint & Outlook

Expert in Google Suite

Expert & Experience in Data Entry, Database Management & Rights Management

Expert in Third-Party Relations and Vendors

Expert in Concur (Travel & Expenses)

Expert in NetSuite & Zendesk (Customer Relationship Management)

AWARDS:

- Manhattan Borough President Award for Academic Excellence
- Dr. Seth Spellman Achievement Award for Academic Excellence
- NYU Recipient of the Academic Competitiveness Grant (ACG)
- USC Gould School of Law Scholar & Scholarship Recipient