

Paula S. Funicellio
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SKILLS

- High level of proficiency in the latest versions of Microsoft Word, Excel, PowerPoint, iManage, Westlaw, LEXIS/NEXIS, Saegis, PeopleSoft, Invisio, NeoGov, email (outlook & groupwise), IDX contract management database, MediTract contract management database and the internet
- Proficient in developing "one-off" as well as long term processes and systems with proven results in increased efficiency and effectiveness of work product
- 10 key by touch; Type 80 wpm
- Paralegal, Notary Public and Licensed Real Estate Agent

EXPERIENCE

October 2013 –
Present

Sutter Health

CONTRACTS ADMINISTRATOR

- Responsible for overseeing operational procedures associated with all legal arrangements between Physicians and Sutter Medical Center Sacramento, Sutter Center for Psychiatry, Sutter Cancer Center and Sutter Senior Care ("Organization").
- Audit all Physician Contracts to ensure compliance.
- Maintain close working relationships with the members or organization including but not limited to Executives, management, Attorneys and physicians.
- Provide 100% internal and external customer satisfaction; excellent customer relations, exercise diplomatic communications within and outside organization.
- Develop, recommend and participate in implementing Physician contract policies for organization.
- Oversee and implement strategies regarding operational procedures for physician contracts for organization.
- Audit contract management database to ensure records are complete and compliant with state and federal rules and regulations.
- Consultant to Management, Physicians, and groups in addressing physician contract issues.
- Review and approve all contract requests; ensure contract requirements are met before signature facilitation.
- Prepare service line and time analysis in support of physician contract negotiations.
- Responsible for reviewing a wide variety of legal documentation and provide recommendations as they relate to physician contracts.
- Responsible for identifying and resolving physician contract issues.
- Research and interpret healthcare rules/train contract specialist on updates.
- Developed and implemented contract request process for Physician and Non Physician contracts
- Review, research and approve all Non Monetary Compensation requests for organization.

- Recently appointed task to bring non physician contracts under my management. Currently working on SBAR (recommendation).
- Oversee physician time reporting; consult, train and support executives, management and physicians.
- Remain current on legal contract issues and effectively communicate same to legal/regulatory changes which arise.
- Developed and rolled out Physician Contract Oversight Committee currently being regarded as the gold standard for the region for contract management.

September 2012 -
September 2013

Sutter Health

CONTRACT SPECIALIST

- Manage Physician contracts database for Sutter Medical Center, Sacramento, Sutter Center for Psychiatry, Sutter Cancer Center and Sutter Senior Care (Organization)
- Calendared non physician contract renewals; prepared and facilitated execution of extensions and amendments.
- Managed Non Monetary Compensation database.
- Developed and implemented updated system for managing contracts and contract files.
- Conducted region wide internal audit for physician contracts, which resulted in over 200 potential compliance issues; worked with various affiliate administrators regarding same; gathered required documentation and conducted necessary research including but not limited to background checks, licensure status and federal exclusions reports ensuring ALL contracts to be compliant for future state audits.
- Train Administrators on contract processes, how to initiate a contract request and on contract requirements.
- Created and implemented various contract request forms.
- Administrator for Contract Management Systems (IDX, TractManager).

October 2008
October 2010

Facebook, Inc.

INTELLECTUAL PROPERTY AND CONTRACTS PARALEGAL
(10/08 – 4/09)

LEAD INTELLECTUAL PROPERTY AND CONTRACTS
PARALEGAL (4/09 – 10/10)

(Contracts and Licensing)

- Developed and implemented online contracts and licensing FAQ center.
- Developed automated/online process for contract and licensing requests and management.
- Managed IP contracts licensing program.
- Negotiated terms, prepared and finalized IP contracts and licensing agreements.
- Handled over 100 contract requests and over 30 agreements per month.

(Patents)

- Managed heads up program to identify potential patents throughout company.
- Trained engineers on patent policies.
- Developed and implemented Patent Incentive Program.
- Researched and implemented Patent database..
- Analyzed and streamlined process for obtaining inventor signatures resulting in patent applications being completed and ready to file in 2 – 3 days vs. 2 – 3 weeks.

(Trademarks)

- Developed and implemented internal trademark policies to be used companywide and trained internal departments on same. Managed Facebook's worldwide trademark portfolio.
- Created, implemented and managed trademark enforcement program.
- Prepared and Managed department budget.
- Supported various teams including but not limited to: Sales, Marketing, Mobile and Brand with drafting, negotiating and finalizing contracts and brand use agreements. Reviewed marketing materials for appropriate brand use.
- Provided continuous training to various department managers on appropriate brand use.
- Supervised all document productions for trademark, domain and copyright litigation.
- Developed and implemented online brand resource and request center and streamlined brand request process.
- Created and implemented various forms and automated replies for Developers team to address trademark related issues and inquiries from application developers.

June 2006
To October 2008

Stanislaus County

CONFIDENTIAL ASSISTANT IV

- Supervised clerical staff for Public Works (prepared/oversaw/conducted training, evaluations, disciplinary etc.).
- Oversaw and conducted job recruitments for department.
- Investigated and resolved employee grievances.
- Management consultant regarding disciplinary procedures; prepared disciplinary documents; calendared deadlines.
- Drafted board items, contracts, memorandums of understanding, letters and various other documents for department.
- Coordinator for department; ensured compliance with state requirements for each position were met.
- Prepared new hire packets, conducted department orientation & processed terminations/termination paperwork.
- Trained supervisors on risk management issues, evaluation procedures, progressive discipline, new hire training and other supervisory duties.
- Clerk of the board for various Board of Supervisor sub committees; drafted conflict of interest codes, rules & regulations and calendared deadlines to ensure compliance with the Brown Act.
- Liaison between department of Public Works and Board of Supervisors; investigated and resolved constituent requests/concerns.

June 2003
To June 2006

eBay Inc.

INTELLECTUAL PROPERTY PARALEGAL

(Trademark)

- Managed eBay's and PayPal's U.S. and International Trademark Portfolios and communicate daily with outside counsel regarding maintenance and protection of same.
- Developed internal trademark policies to be used companywide and trained departments on same.
- Prepared and managed IP budget; reviewed and approved bills; reconciled and updated budget.

- Oversaw the use of eBay's and PayPal's Intellectual Property by Brand and Marketing both in the United States and Internationally.
- Conducted detailed preliminary searches for availability of potential marks, taglines, designs, etc.
- Coordinated and managed document productions associated with trademark litigation cases; prepared affidavits and declarations associated therewith.
- Worked with Product Development, HR , Contracts, Business Development, etc.) on various issues relating to eBay's and PayPal's Intellectual Property.
- Reviewed/edited/approved and finalized all marketing and advertising releases.
- Reviewed listings on site daily for appropriate trademark use.

Contracts & Licensing

- Managed licensing program; received and reviewed all requests for licensing of company's Intellectual Property; negotiated and prepared license agreements; updated and maintained licensing program database.

(Copyright/Domain Name/General)

- Prepared and filed various documents with the US. Copyright Office (including copyright applications for graphics, images and code, general recordations, specific title recordations and DMCA forms.
- Managed all third party copyright "permission requests" for PayPal including but not limited to reviewing requests, drafting license agreements, execution and docketing.
- Reviewed daily report of newly registered domains, review sites and contact registrants of infringing domains.

Litigation

- Managed small claims program (for cases outside of US); received complaints; investigated claims; researched state court rules; researched case history; prepared defense; interviewed Plaintiff; negotiated settlement with Plaintiff's when possible; drafted correspondence to Plaintiff ; prepared and filed various court; corresponded and managed outside counsel as needed. Represented company in Small Claims hearings.

April 1999
To June 2003

Heller Ehrman White & McAuliffe LLP

PARALEGAL II

(Trademark)

- Prepared and filed trademark applications with the United States Patent and Trademark Office via paper and via electronic filing.
- Prepared and filed various trademark maintenance documents with the United States Patent and Trademark Office via paper and electronic filing.
- Drafted and recorded trademark assignment documents, license agreements, merger documents and co-existence agreements both in the United States and in foreign countries.
- Reviewed and reconciled U.S. and foreign trademark files.

- Conducted detailed preliminary searches to verify availability of potential marks.
- Utilized websites of foreign official trademark office to research status of trademark applications and/or registrations.
- Reviewed US and foreign official correspondence and prepared reporting letters to clients.
- Reviewed Office Actions issued by the United States Patent and Trademark Office against pending trademark applications and drafted responses to same.
- Reviewed and analyzed U.S. and foreign watch notices; conducted research re potential infringements.
- Corresponded daily with clients and foreign associates, verbally and via correspondence.
- Oversaw engagement of new clients.

(Copyright and Domain Name)

- Prepared and filed copyright applications.
- Prepared and filed general copyright recordations and recordations for specific titles.
- Registered and maintained domain names.
- Corresponded with clients and foreign counsel re copyright and domain name matters.

(IP Litigation)

- Organized, maintained, tracked and prepared document productions.
- Conducted research and compiled data for responding to interrogatories.
- Maintained calendar of deadlines.

TRADEMARK SECRETARY

- Provided administrative support to one partner, 1 associate and 3 paralegals.
- Created the “trademark secretary’s handbook”.
- Created checklist for disengaging clients.
- Created numerous procedures which enabled daily tasks to be done quicker and more efficiently.
- Trained new secretaries

LANGUAGES

Fluent in Portuguese (writing and speaking); Able to speak & understand Spanish

References available upon request

609e

Cashier Test

Score 9 / 15

- d 1) A roll of quarters is worth?
a) \$5.00
b) \$10.00
c) \$15.00
d) \$20.00
- a 2) A roll of dimes is worth?
a) \$5.00
b) \$4.00
c) \$3.00
d) \$2.00
- c 3) A roll of nickels is worth?
a) \$8.00
b) \$6.00
c) \$4.00
d) \$2.00
- a 4) A roll of pennies is worth?
a) \$1.00
b) \$0.75
c) \$0.50
d) \$0.25
- c 5) What does POS stand for?
a) Patience over standards
b) Percentage of sales
c) Point of sales
d) People over service
- 6) What is the current sales tax rate in your city 8.25 ?
- c 7) A customer buys a bowl of soup for \$1.25, an apple \$0.90 and a soda is \$0.79. If you are given \$10.00 how much change should you give back?
a) \$4.06
b) \$2.06
c) \$7.06
d) \$5.06
- b 8) A customer buys two shirts for 10.50 each and two ball caps for \$7.25 each. If you are given \$50.00 how much change should you give back?
a) \$19.50
b) \$14.50
c) \$9.50
d) \$4.50
- d 9) A customer buys soda for \$3.75 and a hot dog for \$4.25. If you are given \$20.00 how much change should you give back?
a) \$6.00
b) \$8.00
c) \$10.00
d) \$12.00
- a 10) A customer buys two hamburgers at \$3.75 each, two bags of chips at \$1.25 each, two cookies at \$2.50 each and two sodas at \$3.25 each. If you are given \$100.00 how much change should you give back?
a) \$78.50
b) \$58.50
c) \$38.50
d) \$28.50

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11) Counterfeit pens should be used on which three denominations?

- a) \$20, \$50, \$100
- b) \$10, \$20, \$50
- c) \$5, \$50, \$100
- d) \$10, \$20, \$50

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12) How many times should you count change when giving it to the customer?

- a) one
- b) two
- c) three
- d) no need to count

Question & Answer:

13) What is the minimum age for legal alcohol purchases? 21

14) What are the acceptable forms of ID for alcohol purchases? drivers license state ID

15) How many \$20 bills are in a bank band? _____

Multiple Choice

- d 1) Food is served on what side with what hand?
- a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand
- d 2) Drinks are served on what side with what hand?
- a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand
- b 3) Food and drinks are removed on what side with what hand?
- a) On the left side with the left hand
 - b) On the left side with the right hand
 - c) On the right side with the left hand
 - d) On the right side with the right hand
- a 4) What part of a glass should you handle at all times?
- a) The stem
 - b) The widest part of the glass
 - c) The top
- d 5) When you are setting a dining room how should you set up your tablecloths?
- a) Neatly and evenly across the tables
 - b) The creases should all be going in the same directions
 - c) The chairs should be centered and gently touching the table cloth
 - d) All of the above
- d 6) If you bring the wrong entrée to a guest what should you do?
- a) Go back into the kitchen and patiently wait in line behind the rest of the servers until it's your turn
 - b) Inform the guests that you will bring the correct entrée once everyone else in the dining room is served
 - c) Try to convince the guests to eat what you brought them
 - d) Go back into the kitchen to the front of the line and inform the expeditor that you need a different entrée

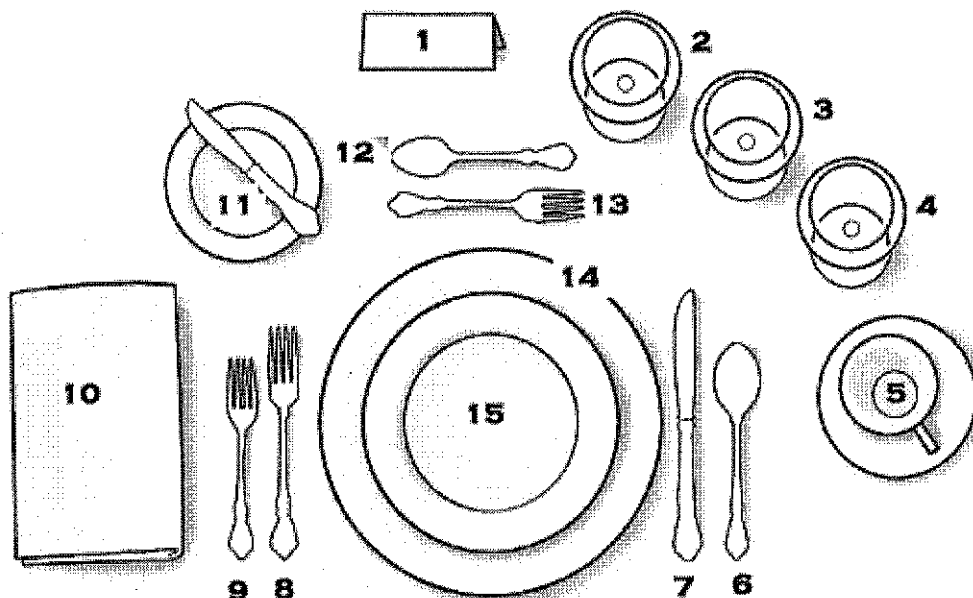
Match the Correct Vocabulary

- | | |
|--------------------------|---|
| <u>c</u> Scullery | A. Metal buffet device used to keep food warm by heating it over warmed water |
| <u>d</u> Queen Mary | B. Style of service where food is prepared or served individually at the dinner table to fit the customer's specific taste (i.e. providing dressing and pepper for salad or handing out bread to each patron) |
| <u>a</u> Chaffing Dish | C. Used to hold a large tray on the dining floor |
| <u>G</u> French Passing | D. Area for dirty dishware and glasses |
| <u>B</u> Russian Service | E. Large metal shelving unit for prepared food to be held or for dirty trays to be stored |
| <u>F</u> Corkscrew | F. Used to open bottles of wine |
| <u>C</u> Tray Jack | G. Style of dining in which the courses come out one at a time |

Name Paula Funicelli

Servers Test

Score 23/35



Match the Number to the Correct Vocabulary

- | | | | |
|-----------|-----------------------|-----------|------------------------------|
| <u>10</u> | Napkin | <u>8</u> | Dinner Fork |
| <u>11</u> | Bread Plate and Knife | <u>5</u> | Tea or Coffee Cup and Saucer |
| <u>1</u> | Name Place Card | <u>7</u> | Dinner Knife |
| <u>12</u> | Teaspoon | <u>4</u> | Wine Glass (Red) |
| <u>13</u> | Dessert Fork | <u>9</u> | Salad Fork |
| <u>6</u> | Soup Spoon | <u>14</u> | Service Plate |
| <u>15</u> | Salad Plate | <u>3</u> | Wine Glass (White) |
| <u>12</u> | Water Glass | | |

Fill in the Blank

1. The utensils are placed _____ inch (es) from the edge of the table.
2. Coffee and Tea service should be accompanied by what extras? sugar, cream
3. Synchronized service is when: _____
4. What is generally indicated on the name placard other than the name? table #
5. The Protein on a plate is typically served at what hour on the clock? 6
6. If a guest asks for a specialty dinner (i.e. Gluten-Free or Vegetarian) you should do what immediately? _____

NOTICE TO EMPLOYEE
Labor Code section 2810.5

EMPLOYEE

Employee Name: Paula Funicellio
Start Date: 3/3/17

EMPLOYER

Legal Name of Hiring Employer: S.E Scher

Is hiring employer a staffing agency/business (e.g., Temporary Services Agency; Employee Leasing Company; or Professional Employer Organization [PEO])? ☐ Yes ☐ No

Other Names Hiring Employer is "doing business as" (if applicable):
Acrobat Outsourcing

Physical Address of Hiring Employer's Main Office:
665 Third St. Suite 415, San Francisco, CA. 94107

Hiring Employer's Mailing Address (if different than above):

Hiring Employer's Telephone Number: 415-431-8826

If the hiring employer is a staffing agency/business (above box checked "Yes"), the following is the other entity for whom this employee will perform work:

Name: _____

Physical Address of Main Office: _____

Mailing Address: _____

Telephone Number: _____

WAGE INFORMATION

Rate(s) of Pay: 15.00 Overtime Rate(s) of Pay: \$ 22.50, & 19.50

Rate by (check box): ☒ Hour ☐ Shift ☐ Day ☐ Week ☐ Salary ☐ Piece rate ☐ Commission

☐ Other (provide specifics): _____

Does a written agreement exist providing the rate(s) of pay? (check box) ☒ Yes ☐ No

If yes, are all rate(s) of pay and bases thereof contained in that written agreement? ☐ Yes ☐ No

Allowances, if any, claimed as part of minimum wage (including meal or lodging allowances):

(If the employee has signed the acknowledgment of receipt below, it does not constitute a "voluntary written agreement" as required under the law between the employer and employee in order to credit any meals or lodging against the minimum wage. Any such voluntary written agreement must be evidenced by a separate document.)

Regular Payday: FRIDAY

WORKERS' COMPENSATION

Insurance Carrier's Name: Integro USA Inc. dba Integro Insurance Brokers

Address: 1 State Street Plaza, 9th floor, New York, NY. 10004

Telephone Number: 212-295-5440

Policy No.: LDC4042609 AOS

☐ Self-Insured (Labor Code 3700) and Certificate Number for Consent to Self-Insure: _____

PAID SICK LEAVE

Unless exempt, the employee identified on this notice is entitled to minimum requirements for paid sick leave under state law which provides that an employee:

- a. May accrue paid sick leave and may request and use up to 3 days or 24 hours of accrued paid sick leave per year;
- b. May not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and
- c. Has the right to file a complaint against an employer who retaliates or discriminates against an employee for
 1. requesting or using accrued sick days;
 2. attempting to exercise the right to use accrued paid sick days;
 3. filing a complaint or alleging a violation of Article 1.5 section 245 et seq. of the California Labor Code;
 4. cooperating in an investigation or prosecution of an alleged violation of this Article or opposing any policy or practice or act that is prohibited by Article 1.5 section 245 et seq. of the California Labor Code.

The following applies to the employee identified on this notice: *(Check one box)*

- ☒ 1. Accrues paid sick leave only pursuant to the minimum requirements stated in Labor Code §245 et seq. with no other employer policy providing additional or different terms for accrual and use of paid sick leave.
- ☐ 2. Accrues paid sick leave pursuant to the employer's policy which satisfies or exceeds the accrual, carryover, and use requirements of Labor Code §246.
- ☐ 3. Employer provides no less than 24 hours (or 3 days) of paid sick leave at the beginning of each 12-month period.
- ☐ 4. The employee is exempt from paid sick leave protection by Labor Code §245.5. (State exemption and specific subsection for exemption): _____

ACKNOWLEDGEMENT OF RECEIPT

(Optional)

Erika Komatsu

(PRINT NAME of Employer representative)

(SIGNATURE of Employer Representative)

(Date)

(PRINT NAME of Employee)

(SIGNATURE of Employee)

(Date)

The employee's signature on this notice merely constitutes acknowledgement of receipt.

Labor Code section 2810.5(b) requires that the employer notify you in writing of any changes to the information set forth in this Notice within seven calendar days after the time of the changes, unless one of the following applies: (a) All changes are reflected on a timely wage statement furnished in accordance with Labor Code section 226; (b) Notice of all changes is provided in another writing required by law within seven days of the changes.