

REBECCA G. BURNS
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PROFESSIONAL EXPERIENCE

Fortune 500 Franchisor - *Glendale, California*

Paralegal – 2005 – 2007

Support Real Estate Counsel for Franchise and Property Administration department along with two property managers for 1300 unit franchise company. Prepare lease documentation, review franchise and ancillary agreements, provide lease interpretations, assist in resolving landlord/tenant issues, oversee eminent domain actions, review appraisals, and negotiate settlement awards, review estoppels and SNDA's. Other duties include due diligence, survey and title review and assist our Litigation counsel in trial preparation and response to interrogatories. Act as liaison to the Franchise and Development department by reviewing all incoming lease or purchase agreements for new store locations to confirm compliance with IHOP policy & procedures.

Major Retailer - *Glendale, California*

Senior Lease Administrator 2002 - 2004

Responsible for handling Lease Administration matters for North American and Canadian locations (384) that included lease negotiations, preparation of lease amendments and termination agreements, estoppels and SNDA's. Promoted to Senior level after one year of service. Assisted and trained two Lease Administrators in all areas, as needed. Researched and abstracted critical lease data as required, in connection with early termination rights or other special projects, as requested. Acted as liaison between Landlord and other Disney departments with ancillary lease related matters, including damage and insurance claims, monetary demands and disputes. Assisted with the due diligence process during the sale of the business to The Children's Place Retail Stores, Inc.

Internet Insurance Provider - *Encino, California*

Senior Paralegal 1999 – 2001

Supported General Counsel and two staff attorneys of an Internet insurance provider, "Insurance Answer Center". Responsible for corporate governance for parent company, three subsidiaries and two affiliate companies which included corporate formation and qualifying to transact business, as required; preparation of minutes and resolutions, managed service mark filings, prepared and maintained private offering documents, restricted stock and option agreements, reviewed ongoing compliance matters, and supervised insurance agents' licensing in all fifty-one jurisdictions where the products were offered via the Internet.

Prominent Law Firm - *Los Angeles, California*

Legal Assistant 1998 - 1999

Assisted one attorney in multistate credit facility transactions dealing specifically in real property matters. Prepared complex loan documents and closing instructions, UCC filings and lease abstracts, reviewed title reports and surveys, performed due diligence functions and organized closing binders.

Thrift and Loan - *Glendale, California*

Corporate Paralegal 1997 - 1998

Closing coordinator and loan document analyst for ITLA Funding Corporation, the nationwide lending subsidiary to Imperial Thrift. Supported loan processing and underwriting, reviewed

and negotiated loan commitments and documentation. Acted as ITLA's California Real Estate Broker-Officer and Vice President during 1997, and oversaw the lending and licensing requirements on a state-by-state basis. Assisted General Counsel at Thrift with internal legal issues pertaining to Residential and Commercial Lending. Managed litigation reports, coordinated corporate and securities filings for all entities and preparation of the monthly board of directors meeting books.

EDUCATION

UCLA Extension, June 1995
Attorney Assistant Training Program
Certificate in Corporate/Litigation

Glendale Community College, January 2003
Associate of Arts Studies
Alpha Gamma Sigma Honor Society
International Council of Shopping Centers
School of Shopping Center Law

SKILLS

Licensed California Real Estate Broker since 1989.

California Notary and former Paralegal Instructor for Learning Tree University.

Proficient in Internet Search Engines; Microsoft Office Systems and Deposition Summarizing.