



## Kelli Kotzen

Marketing & Transactional Paralegal  
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### biography

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Kelli brings more than 15 years of creative problem solving and professional experience to Leibowitz Law. She spent 10 years as a transactional paralegal, most recently at Endo Pharmaceuticals and Teva Pharmaceuticals where she supported global operations, primarily in R&D, manufacturing, IT and business transactions.

Shortly before the pandemic hit, Kelli joined EDA Contractors as its first human resources department manager. Kelli worked closely with the safety director to quickly formulate and implement COVID-19 policies and processes (from scratch) to support staff and to streamline operations into what eventually became the new normal. At EDA, Kelli splits her time between HR and legal, where she is a senior paralegal supporting indemnity requests and contract review. Kelli also manages day to day human resources operations, including hiring and onboarding personnel based on a process that she created and implemented to improve inter-departmental communications.

At Leibowitz Law, Kelli provides vision and marketing support, including drafting, designing and review of web site content and marketing materials, interfacing with outside vendors and serving as a key sounding board for law firm operations, staff relations, hiring and strategic planning. She also drafts and reviews contract in the clinical trials and IT spaces. Kelli brings a fresh perspective to solving operational challenges and supporting the firm's mission to empower life sciences.

### education

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Berks Technical Institute; Associate; Specialized Business Degree/ Paralegal/Legal

## Secretary

## experience

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Head of Human Resources & Senior Paralegal, EDA Contractors, Inc.

Senior Paralegal, Endo Pharmaceuticals

Transactional/Contracts Paralegal, Teva Pharmaceuticals

## fun facts

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### HOCKEY MOM:

I usually spend my time at the hockey rink (including drafting this bio at a rink in Massachusetts)

### BEACH:

I love the beach and hope one day I will get to sit down and enjoy it

### CHILDREN:

I have 4 children who range in age from adult to baby... I literally have to write everything down now (mom brain is real)

### COOKING:

I love to cook...and wish I had time to eat what I cooked

### FAMILY:

I enjoy any moment spent with my family – they are my why every single day