



## **Kelli Kotzen**

**Marketing & Transactional Paralegal**  
**[Kelli.Kotzen@LeibowitzLawTeam.com](mailto:Kelli.Kotzen@LeibowitzLawTeam.com)**

### biography

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Kelli brings over 15 years of creative problem-solving and professional experience to Leibowitz Law. She spent a decade 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, Kelli joined EDA Contractors as its first human resources department manager. She worked closely with the safety director to quickly develop and implement COVID-19 policies and processes from scratch, supporting staff and streamlining operations to adapt to the “new normal.” At EDA, Kelli divides her time between HR and legal, where she is a senior paralegal managing indemnity requests and contract reviews. She also oversees day-to-day HR operations, including hiring and onboarding personnel based on a process she created to improve inter-departmental communication.

At Leibowitz Law, Kelli provides vision and marketing support, including drafting, designing and reviewing website content and marketing materials, interfacing with outside vendors, and serving as a key advisor for law firm operations, staff relations, hiring, and strategic planning. She also drafts and reviews contracts in the clinical trials and IT sectors. 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