

# **Exhibit C**

## Alan Frazin

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### Education

**Tel Hai Academic College, Kiryat Shmoneh, Israel - 2015 – 2016**

*Foundations of Programming (C language) and Object-Oriented Programming (C#)*

**Oreilly School of Technology - 2014 – 2015**

*Database Administration*

MySQL, Talend, Mondrian MDX

**Hebrew University of Jerusalem, Jerusalem, Israel – 1999-2002**

*M.A. Middle Eastern Studies*

**Arizona State University, Tempe, AZ – 1988-1993**

*B.S. Psychology*

*B.A. Business Management*

### Professional Experience

**Paralegal, Schlanger Law Group LLP**

2017 - present

- Responsible for Intakes, first point of contact for potential clients.
- Prepared court documents and correspondence to clients, lawyers and the court.
- Office management including supplies, new IT integration and file management.

**Computer Programmer, Barracuda Media, Katzrin, Israel**

2016 - 2016

- Programmed backend and frontend APIs in NodeJS with some Sencha UI interfaces.

**E-Commerce Consultant**

2014 - present

- Design and implement independent E-Commerce websites using WordPress
- Advise small E-Commerce companies on SEO best practices and improve website's SEO ratings

**Chief Information Officer / Technical Support / VIP Account Manager, Tail of the Lion, Bloomfield, CT**

2006-2015


- Managed databases and servers on shared-server, dedicated, Magento, Amazon webstore, eBay, and ShopScripts platforms and managed data migration
- Wrote and implemented server scripts in Linux environment
- Managed the project to upgrade the on-site search engine
- Researched and implemented technical SEO requirements
- Developed new sales channels (eBay, Amazon)
- Supported customers pre- and post-sales, developed B2C and B2B relationships
- Creatively resolved issues with VIP accounts
- Developed strategies for customer retention and attracting new VIP accounts

**Technical Advisor and Database Manager, Steven Spielberg Jewish Film Archive, Jerusalem, Israel**

2001-2004

- Managed database of multi-media, film-related material
- Advised and supported digitization of over 200 films in the collection

## **Jaclyn P. Osterlof**



### **Work Experience**

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#### **Schlanger Law Group, LLP**

*Paralegal, April 2021-Present*

- Assisting firm wide team with daily tasks, including drafting litigation documents, fielding phone calls from clients, opposing counsel and the courts, and maintaining firm wide calendar

#### **Susman Godfrey LLP, New York, New York**

*Legal Assistant, February 2018-March 2021*

- Provide administrative and legal support to multiple attorneys specializing in commercial litigation
- Prepare, proofread and finalize documents, including motion papers, memorandums and correspondence
- Correspond daily with clients and courts
- Maintain calendar appointments, deadlines, depositions and meetings
- Track and enter all time and billable hours in Aderant
- Prepare and submit all expenses

#### **Dechert LLP, New York, New York**

*Legal Assistant, March 2015 – February 2018*

- Provided legal and administrative support to the Managing Partner of the New York Office and the Co-Chairman of the Complex Commercial Litigation practice group
- Created, managed and maintained paper and electronic files
- Maintained calendar appointments, deadlines, depositions and meetings, including coordinating all aspects of the same
- Tracked and entered all time and billable hours into Carpe Diem
- Coordinated domestic and international travel
- Prepared and submitted all expenses

#### **Krovatin Klingeman LLC, Newark, New Jersey**

*Legal Assistant, May 2013 – March 2015*

- Provided daily administrative, legal and word processing support to four (4) attorneys specializing in complex white collar criminal defense and civil litigation matters
- Prepared, proofread, and finalized documents such as motion papers, memorandums and correspondence
- Created, managed and maintained paper and electronic filing systems
- Calendar management of appointments, deadlines, depositions and meetings
- Track and entered all time and billable hours into PCLaw

#### **Let It Grow, Inc., River Edge, New Jersey**

*Part-time Administrative Assistant (During H.S. & College), June 2005 – August 2012*

- Supported multiple managers and owner of Landscape Architect Co.
- Greeted visitors, answered telephones and connected clients with office personnel as needed
- Created Excel payroll spreadsheets for records keeping and payroll tracking
- Set up and maintained filing systems for account records, correspondence and invoices
- Maintained calendars for employee work schedules, bid meetings and Company events

### **Education**

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#### **Bergen Community College, Paramus, New Jersey**

*Associate in Applied Science Degree in Legal Studies, September 2010 – December 2014*

#### **Rowan University, Glassboro, New Jersey**

*Completed General Education Coursework, August 2008 – May 2009*

### **Skills**

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Proficient with Microsoft Word, Excel, PowerPoint and Outlook; iManage; Adobe; ChromeRiver; Aderant; Zoom; Clio; SharePoint; Basic training in Westlaw and LexisNexis; Types 60 WPM

**Current as of October, 2021 (Ms. Osterlof left Schlanger Law Group in April, 2023)**