

Sana Q. Hamelin

1160 Colorado Blvd., Apt. 22, Denver, CO 80206 • (650) 270-9939 • shamelin12@law.du.edu

EDUCATION

- August 2009-Present* **UNIVERSITY OF DENVER STURM COLLEGE OF LAW** Denver, CO
J.D. Candidate, May 2012
- GPA: 3.76; CLASS RANK: 5/261 (Top 2%)
 - Recipient, Thompson G. Marsh Scholarship for high academic achievement
 - Recipient, merit tuition scholarship
 - Recipient, Colorado Pledge to Diversity Scholarship Fund
 - Recipient, Scholastic Excellence Award, Fall 2009 (Torts) & Fall 2010 (Employment)
 - Research Assistant, Professor Jay Brown (Corporations)
 - Staff Editor, Denver Journal of International Law & Policy
 - Articles Editor, Race to the Bottom (Corporate Governance Blog)
 - Student Leader, Academic Achievement Program (Contracts, Fall 2011)
 - DU Chapter Representative, Board of Directors, American Civil Liberties Union
 - Member, Minoru Yasui Inn of Court
 - Member, South Asian Bar Association
- May 2002* **UNIVERSITY OF THE PUNJAB** Lahore, Pakistan
- Bachelor of Arts, English Literature and Political Science

PROFESSIONAL EXPERIENCE

- 06/10 – 08/10* **SHERMAN & HOWARD LLC** Denver, CO
06-11 – 08/11 **Summer Associate**
- Conducted extensive legal research and drafted advisory and persuasive memoranda
 - Conducted document reviews
 - Drafted motions and discovery documents
 - Attended training sessions and networking events
- 01/11 – 04/11* **COLORADO LEGAL SERVICES** Denver, CO
Intern
- Assisted with eviction issues, requests for reasonable accommodation, appeals in denial of housing applications, and other housing issues for indigent clients
 - Drafted correspondence, including letters to housing authorities and advisory letters to clients
 - Attended client meetings and conducted numerous client interviews
- 01/08 - 01/09* **WILLIAMS-SONOMA, INC.** San Francisco, CA
Paralegal
- Provided assistance as lead in-house paralegal for trademark issues, including clearance for new product names, pursuing trademark registrations of brand names in domestic and international markets, and handling trademark infringement claims
 - Responsible for all copyright registrations, domain name issues and catalog proof reviews
 - Assisted with legal issues related to employment and various federal trade regulations
 - Actively worked with outside counsel in resolution of diverse claims, including employment and environmental agency claims, and state and federal litigation (commercial, employment and IP)
- 10/06 - 12/07* **TOWNSEND AND TOWNSEND AND CREW, LLP** San Francisco, CA
Litigation Paralegal
- Lead paralegal in intellectual property litigation in federal court and TTAB and UDRP proceedings
 - Coordinated and conducted document reviews and productions
 - Drafted correspondence and court documents, conducted factual and some legal research
- 06/05 - 10/06* **COX, WOOTTON, GRIFFIN, HANSEN & POULOS, LLP** San Francisco, CA
Litigation Secretary
- Provided clerical and legal support to two partners and one associate
 - Drafted and revised correspondence and pleadings
 - Trained and supervised file clerks
- 04/05 - 06/05* **COX, WOOTTON, GRIFFIN, HANSEN & POULOS, LLP** San Francisco, CA
File Clerk
- Indexed and updated active case files, and managed off-site file storage and firm library

SKILLS, COMMUNITY, INTERESTS

- Fluent written and spoken Urdu, Punjabi and English; intermediate Arabic
- Member, Board of Directors, Planned Parenthood Golden Gate (January 2008-2009)
- Volunteer, Colorado Campaign for Inclusive Excellence; Volunteer, St. Francis Center; Mentor, A+ Angels
- Marathon runner (San Francisco & Honolulu), cook (Pakistani cuisine), lover of literature (favorite book: Middlemarch)