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## Intellectual Property Paralegal Resume

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### Job Objective

To obtain an Intellectual Property Paralegal position that will allow me to utilize my skills and has potential for growth.

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### Highlights of Qualifications:

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- Extensive experience of handling, resolution and documentation of Intellectual Property issues, transactions and litigation
  - Sound knowledge of government and international IP terminology, laws and forms
  - Commendable knowledge of legal search, patent filings and handling IP related correspondence
  - Proficient in using PACER, docketing databases and Microsoft Office Suite
  - Ability to conduct legal research using Westlaw and Lexis-Nexistools
  - Ability to draft, file and maintain U.S. and foreign Intellectual Property related documents
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### Professional Experience:

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Intellectual Property Paralegal  
Lathrop & Gage LLP, Jasper, TX  
August 2012 – Present

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### Responsibilities:

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- Drafted and filed IP-related legal documents for trademark application, extension, renewal and opposition.
- Advised and assisted attorneys in infringement and breach of contract matters.
- Executed legal research and prepared corresponding result and status reports.
- Monitored and maintained trademark and patent dockets, in a careful manner.
- Implemented and updated docketing software and docketing procedures, as needed.
- Developed, managed and improved company's website in an efficient manner.

Intellectual Property Paralegal  
IEEE Corporate, Jasper, TX  
May 2009 – July 2012

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### Responsibilities:

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- Conducted IP-related investigations and performed patent and trademark research.
  - Collected mandatory information for and fulfilled intellectual property filing requirements.
  - Produced and filed legal documents for copyright applications, trademark renewals and cancellations.
  - Negotiated non-disclosure agreements and evaluated third party technology transfers.
  - Prepared and delivered correspondence to foreign associates and legal counsel.
  - Liaised with and assisted attorneys and inventors in resolution of IP litigations.
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### Education:

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Bachelor's Degree in Paralegal Studies  
Plymouth State University, Plymouth, NH

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