
Docket Clerk Resume

Job Objective

To secure the position of Docket Clerk that will allow me to utilize acquired skills and experience.

Work Experience:

Docket Clerk, May 2004 – Present
Blackman Kallick, Marcus Hook, PA

- Administered to work in accordance with state and federal rules of civil an appellate procedure.
- Managed varied tasks like printing and docketing of electronic communications and operated copying machine.
- Maintained physical patent files.
- Managed incoming and outgoing United States Patent and Trademark Office mail logs etc.
- Coordinated and assisted to complete docketing work overflow for all sections.
- Collated and stapled material as necessary.
- Worked closely with the IP Docketing Administrator.

Docket Clerk, March 2002 – April 2004
JHT Incorporated, Marcus Hook, PA

- Docketed all patent prosecution office actions and reported to the attorneys.
 - Managed recurring and special messenger trips, sorted and arranged material for appropriate filing.
 - Managed typing, heavy calendar management, data entry, contacting client, preparing PowerPoint presentations, and handled reception.
 - Maintained CPI docketing system.
 - Accurately Typed, heavy calendar management, data entry, client contact.
 - Prepared PowerPoint presentations, and handling reception.
 - Answered telephone and referred callers to staff members and took messages as appropriate.
 - Volunteered client orientation and committed to provide excellent administrative support.
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Summary of Qualifications:

- Working knowledge of patent prosecution
 - Basic Knowledge of paralegal and experience in CPI docketing system
 - Ability to work closely with the IP Docketing Administrator
 - Knowledge of word processing and computer software programs
 - Ability to manipulate, transfer, computes and prints information, data and retrieve
 - Ability to review, analyzes, process, organize and file documents
 - Good at communication and organizational skills
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Education:

Associate Degree in Public Relations, Central Piedmont Community College, Charlotte, NC

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