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# PATENT ADMINISTRATOR RESUME

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## Summary:

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A highly trained individual who has over ten years of experience in handling patent legal cases; has excellent time management skills and high level of pursuit in excellence; has effective and helpful counseling and strategic analysis skills; has ability to seamlessly and effectively coordinate legal activities; exceptional presentation of documents required by lawyers in courts to support in legal cases.

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## Professional Experience:

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Patent Administrator August 2004 – Present  
Local State County, Chicago, Illinois

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## Responsibilities:

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Handled threats of litigation of copyright and business matters.  
Coordinated work relating to intellectual properties of corporate clients.  
Drafted agreements on contracts for licensing.  
Prepared documents of business clients filing for business contracts and patents for new products.  
Compiled registered copyrights and patents in the patent database, for future reference and documentation support.  
Filed various legal forms and articles of corporations for corporate clients.  
Patent Administrator June 1999 – July 2004  
State Legal Offices of Illinois, Chicago, Illinois

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## Education:

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Masters Degree in Finance  
University of Arizona, 1995  
Bachelor of Science in Legal Studies  
University of Arizona, 1993

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## Skills/Certifications:

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- Strong leadership and teamwork attributes
  - Excellent time management skills
  - Proficient in computer skills
  - Knowledge in specialized laws
  - Ability in giving counsels to clients
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## Associations/Organizations:

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Licensing Executives Society, Member  
American Intellectual Property Law Association, Member

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