
Patent Paralegal Resume

Job Objective

To obtain a Patent Paralegal position in a highly reputed organization.

Highlights of Qualifications:

- Highly experienced in research, documentation and handling of patent applications and legal issues
 - Profound knowledge of U.S. and international patent laws and prosecution process
 - Outstanding knowledge of patent terminology, docketing requirements, and use of related docketing databases
 - Familiarity with electronic patent-filing service of USPTO and PCT
 - Ability to use Microsoft Office software and navigate international patent websites
 - Ability to organize, manage and complete all given assignments, on time
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Professional Experience:

Patent Paralegal
Raptor Pharmaceuticals, Houston, TX
August 2012 – Present

Responsibilities:

- Drafted and filed documents needed for national and international patent applications.
- Investigated patent file history and checked patent related information.
- Prepared and updated patent due diligence-related reports of the organization.
- Used online domestic and foreign patent databases and tools and performed legal research properly.
- Identified, assessed, and resolved likely issues and problems with patents.
- Advised and assisted attorneys and patent facilitators on patent related legal matters.

Patent Paralegal
Maramax Personnel, Houston, TX
May 2009 – July 2012

Responsibilities:

- Performed legal research and delivered legal presentations for clients.
 - Prepared and evaluated all legal documentation needed for prosecution of patent applications.
 - Maintained and communicated current information related to patent regulations and proposals.
 - Established and maintained strong professional relationships outside counsel, in-house attorneys, and regulatory agencies.
 - Prepared and submitted patent related dockets and summary reports on time.
 - Produced and maintained all copies of patent documents and records, properly.
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Education:

Bachelor's Degree in Paralegal Studies
Fashion Careers of California College, San Diego, CA

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