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# PATENT TECHNICIAN RESUME

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## Summary:

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A very knowledgeable professional who has proven and tested years of experience in thoroughly handling submittals related to patent legal cases requiring technical and theoretical analysis; has analytical skills and a great keen eye on detail, essential in providing extensive and purposeful research and technical assistance to reject and approve numerous patent cases for the patent office; has the ability to work with minimal supervision; can understand very well the nature of his work; possesses notable time management skills; uses appropriate, thorough, emphatic and effective counseling skills; has the ability to meet the demands of the patent office in evaluating patent applications; excellent documentation and organizational skills.

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## Professional Experience:

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Senior Patent Technician January 2007 – Present  
NY Patent and License Office, New York

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## Responsibilities:

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- Provided technical specifications to patent applicants needed for them to comply in order for their applications to be approved.
- Evaluated the technical data and reports submitted in compliance with the testing conducted to their inventions.
- Monitored the testing conducted by the subordinates before being submitted to the next level of qualifications.
- Provided expert guidance to quality verifications and provided feedbacks for the assessment.
- Implemented high standards of technology specifications to be followed accordingly to be pre-qualified in the patent license.

Patent Technician May 2004 – December 2006  
NY Patent and License Office, New York

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## Responsibilities:

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- Reviewed patent applications to ensure the standards in technical specifications are followed accordingly.
- Determined the reports submitted from the patent office in accordance with the technical knowledge and research.
- Organized data and reports to be filed with the documents in the patent office for qualifications.
- Assured that all reports submitted are free from patent infringements.
- Maintained the research and testing equipment used to ensure good working conditions at all times.

Legal Assistant March 1999 – May 2004  
NY Patent and License Office, New York

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## Responsibilities:

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- Provided expert guidance to quality verifications and provided feedbacks for the assessment.
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Patent Technician May 2004 – December 2006  
NY Patent and License Office, New York

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## Education:

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Masters Degree in Finance  
University of Arizona, 1999  
Bachelor of Science in Legal Studies  
University of Arizona, 1997

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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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