
Trademark Paralegal Resume

Job Objective

A highly talented Trademark Paralegal seeking an opportunity to work with your growth oriented organization.

Highlights of Qualifications:

- Hands-on experience in managing trademark paralegal cases for corporates
 - Immense knowledge of foreign and domestic trademark laws
 - Exceptional knowledge of utilizing trademark databases such as WebTMS
 - Ability to work on a deadline within a fast pace environment
 - Ability to utilize search tools and navigate the website efficiently
 - Solid understanding of intellectual property for processes
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Professional Experience:

Trademark Paralegal
Kilpatrick Townsend & Stockton, Kingsport, TN
August 2012 – Present

Responsibilities:

- Established appropriate procedures to fill trademarks and obtained approvals.
- Coordinated with trademark counsel and managed various applications.
- Provided technical support to the prosecution of trademark applications.
- Managed and gathered required evidence to support applications.
- Established appropriate filing of trademark applications and obtained required approvals.
- Coordinated with trademark agents and assisted to register and renew trademarks.

Trademark Paralegal
Ruckus Wireless, Inc, Kingsport, TN
May 2009 – July 2012

Responsibilities:

- Coordinated with external and business sources and prepared required reports.
 - Administered everyday trademark activities and ensured compliance to global regulations.
 - Participated in training classes and provided education for trademark application process.
 - Managed global portfolio for individual trademarks and assisted in renewals.
 - Evaluated packaging and change orders and ensured accuracy of information.
 - Coordinated with external counsel and managed infringement issues.
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Education:

Bachelor's Degree in Paralegal Studies
Columbia Basin College, Pasco, WA

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