

ROBERT SMITH

Jr. Docket Clerk

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SUMMARY

To obtain a challenging position with a reputable organization that has opportunities for advancement and growth for a hard working and dedicated employee. Offering excellent skills in typing, filing, telephone techniques, word processing and general office knowledge.

SKILLS

Medical Terminology, Quality Assurance, Microsoft Word, Customer Service.

WORK EXPERIENCE

Jr. Docket Clerk

ABC Corporation - July 1996 – May 2002

- Managed docketing software for the calendaring of attorney cases Worked with process .
- Managed typing, heavy calendar management, data entry, contacting client for case preparation.
- Maintained CPI docketing system.
- Accurately Typed, heavy calendar management, data entry, client contact.
- 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.

Docket Clerk

Delta Corporation - 1991 – 1996

- Filed court documents both electronically and on paper.
- Traveled to local courthouses to gather information and schedule hearings.
- Was entirely self-sufficient and besides supporting myself, I also handled the accounting aspects of these businesses.
- Responsible for day-to-day payments of patent and trademark annuities.
- Handled clerical aspects of the patent and trademark applications.
- Typed the applications for the client to sign Filed papers at the district court Researched trademarks to see if they were in use anywhere in New .
- computer entry of civil lawsuit motions and orders -liaison between clients and local attorneys and court system.

SCHOLASTICS

- Diploma - (Roosevelt High School - Los Angeles, CA)