

# Matt Rubbelke

## Experience

### Patent Paralegal | Viksnins Harris Padys Malen LLP | Bloomington, MN | March 2018 to present

- Manages US and foreign prosecution for patent utility applications whilst delivering excellent client service.
- Prepares and files provisional, PCT and US non-provisional applications for clients of all sizes, including large pharmaceutical corporations, universities and startups.
- Maintains the firm's intellectual property management solution, FoundationIP, by customizing the database to fit our needs, uploading client correspondence templates for quicker report-outs, drafting data merge templates, and designing specialty data reports for operations analysis.
- Develops the curriculum and successfully executes the firm's technical training program, maximizing attorneys, paralegals and staff's billable hours.
- Analyzes staff processes and procedures, and assists in the development of training manuals and best practices.
- Manages the firm's marketing programs, which includes website management of vhpmlaw.com, the creation all marketing collateral, firm event management, and the RFP's.
- Provides general technology troubleshooting support.

### Technology Education Specialist | Stinson Leonard Street LLP | Minneapolis, MN | October 2017 to March 2018

- Provided personalized technical training to all attorneys, paralegals and staff on firm technology, which includes over 100 different applications and software across 14 different offices.
- Analyzed staff processes and procedures and tailors multiple solutions to help optimize staff's day-to-day operations.
- Assisted in the drafting of procedural documentation, and creates on-demand video courses for attorneys and staff to use as needed.
- Managed cross-department ad hoc projects, including Risk Management campaigns, Tech Awareness series and other technology-related programs designed to increase efficiency and security at the firm.
- Assisted in the curriculum development and implementation for firm's Continuing Technology Education program, designed to increase technical skills across departments and to increase firm efficiency.
- Provided general technology troubleshooting support and handles "How To" escalations from the Help Desk

### IP Systems Coordinator | Viksnins Harris Padys Malen LLP | Bloomington, MN | February 2016 to October 2017

- Optimized firm's technical operations, by analyzing and operating the mail delivery process, providing technical support with tablets and desktop applications, and tailoring multiple solutions to fit associates and paralegals' needs.
- Maintained the firm's efficiency by managing intellectual property client database, FoundationIP (an IPMS), by entering necessary billing, uploading client correspondence templates, drafting data merge templates (Formal Docs, PTO Forms/Responses), and designing specialty data reports.
- Managed all ad hoc projects, including analyzing of firm's internal operations, implementing new procedures, and coordinating with outside vendors to ensure timely deliverables.
- Docketed all incoming U.S. mail, entering deadlines to keep applications active and ensuring their allowance.
- Provided daily quality assurance checks with our docketing team by ensuring all received mail was properly uploaded to FoundationIP, reviewing all deadlines and cleared dates, and investigating any missing information or errors.
- Managed our patent proofing process, and prepared and filed Requests for Certificate of Correction to the USPTO.

## Education

### American University, Washington, D.C.

B.A. Public Communication, 2014

B.A. Performing Arts: Musical Theatre, 2014

- **Honors:** Graduated cum laude, Barnee and Dolores Breeskin Scholarship, Dean's List, Irene Ryan Acting Scholarship
- **GPA:** 3.79
- **International Experience:** Peacebuilding and Integrated Education in a Post-Conflict Society Trip to Ireland and Northern Ireland

### University of Minnesota, Minneapolis, MN

Full Stack Web Development Certificate, 2019

## Skills

- **Software Development:** CSS, HTML, JavaScript, jQuery, Node.js
- **Design Tools:** Adobe Illustrator, Adobe InDesign, and Adobe Photoshop, Canva
- **Microsoft Office Tools:** Extremely proficient with Word (including Macros and Merges), Outlook, Excel (including PivotTables and Formulas), and PowerPoint
- **Database Management:** CRM's (Microsoft Dynamics, Salesforce), Intellectual Property Management Systems (FoundationIP, First-to-File), LMS's (LearningSite/InstructorSite/SkillSite package)
- **Video Recording/Editing Software:** Camtasia, Snag-It, Final Cut Pro X
- **eLearning Development Software:** Articulate Storyline 2, Captivate 8
- **Web Management:** WordPress, SquareSpace, GoDaddy
- **Webinar Hosting:** GoToWebinar, Google+ Hangouts
- **Misc:** Adult Learning Theory, Procedure Development, Classroom Training Experience, Proctoring Assessments, Technical Training