

Joseph K. Young
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704.650.6216
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Skills and Qualifications

- Dedicated with over twelve years of experience in a fast paced, deadline driven legal environment, with a focus on patent prosecution
- Former longtime retail manager and experienced barista
- USPTO PAIR website portal
- MS Suite (Word, Excel, Powerpoint)
- Juris Suite
- MS Outlook and Exchange
- Adobe Acrobat
- Pattsy
- LegalKey
- SnagIt

Recent Experience

2/2001 – Present
Beyer Law Group LLP • Mountain View, CA / Cupertino, CA

Legal Assistant / Docketing Specialist / Front Desk Administrator

- Daily use of USPTO PAIR portals (private and public) for obtaining all patent prosecution related item
- Patent proofing
- Daily use of Legal Key software to create new file records, generate barcodes and track existing files
- Daily use of Pattsy to generate/manage action reports, generates letters, and cross reference patent records
- Coordinating with all attorneys on maintaining their individual dockets
- Updating patent, trademark, and copyright publications, including books from Thompson Reuters and Westlaw
- Creation of training materials for PAIR usage, LegalKey records creation and management
- Responsible for sending duty of candor, foreign filing, PCT deadline, broad reissue and provisional conversion reminders to all clients
- Online prior art searches using getthepatent.com, pat2pdf.org, and Google patent search
- IT Helpdesk Support, including backup tapes, establishing remote desktop access and troubleshooting computer and server issues
- Ordering attorney lunches and setting up attorney conferences using AT&T reservationless teleconferencing, Skype, Google Hangouts and Polycom
- All phone and switchboard duties

2/2005 – 11/2006

Shapiro & Ingle • Charlotte, NC

Paralegal / Administrative Assistant

- Prepared numerous payment history for client debtors on a deadline
 - Spoke to homeowners and acted as consultant on behalf of the banks to arrange payment plans
 - Intercepted and logged all incoming mail
- Prepared and stamped Pitney bowes mail machine
- Daily use of client portals to maintain dockets for clients like Countrywide, Chase, and Wachovia

References

Jose Flores – IT Manager
Beyer Law Group LLP
408-861-3310

Cara Romero – Legal Secretary
Beyer Law Group LLP
408-255-8001