# Objective: To obtain a position where I can contribute my experience and abilities while continuing to enhance my career by learning new skills.

**Professional Geoffrey H. Buncke, M.D. P.C.** Portland, Oregon

**Experience: Administrative Assistant,** (July 2009 – present)

1. Personal assistant to managing physician
2. Maintaining office schedule
3. Insurance verification and authorization
4. Assistant to billing department

**Miller, Matthias & Hull** Chicago, Illinois

**Intellectual Property Legal Assistant/Bookkeeper,** (April 07-June 09)

1. Assistant to two managing partners
2. Monitor attorney docket
3. Compose correspondence to clients, inventors, and foreign associates
4. Coordinate all aspects of patent prosecution for e-filing with the U.S. Patent & Trademark Office including preparing new patent applications, Responses to Office Actions, Restriction Requirements, Information Disclosure Statements, PCT Requests, Requests for Continued Examination, Preliminary Amendments, Chapter II Demands, Article 34 Amendments, Issue Fees, Declaration and Assignments, Notices of Appeals and Appeal Briefs.
5. Prepare Foreign Filing Applications
6. Train and guide new legal assistants
7. Preparation of all client invoices
8. Payment of all foreign and domestic bills
9. Payment scheduling and determination
10. Reconciliation of bank accounts
11. Organize and maintain accounting files

**Greenberg Traurig** Chicago, Illinois

**Project Assistant/Paralegal,** (September 06-January 07)

* Monitor weekly docket for two attorneys
* Prepare new U.S. Patent applications for filing with USPTO

**Hanley, Flight & Zimmerman** Chicago, Illinois

**Intellectual Property Legal Secretary/Bookkeeper,** (June 05-August 06)

1. Coordinate all aspects of patent prosecution
2. Prepare correspondence to clients, inventors, and foreign associates
3. Maintain and monitor weekly docket for three attorneys
4. Organize and maintain files
5. Train and guide new legal secretaries
6. Solely responsible for all aspects of Accounts Receivable and Accounts Payable

# Education: Saint Xavier University, Chicago, IL

# Bachelor of Arts, December 2004

Major: History

**Software:** Microsoft Word, Microsoft Excel, Timeslips, PC Law, IP Master, PCT Safe, Quickbooks