



# Megha Gupta

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San Jose, United States, 95129

## Professional Summary

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## Skills

Team Leadership	Process Improvement
Scheduling	Project Management
Gathering requirements	Training & Development
Risk Management Skills	MS Office

## Work History

12/2019 - Current

### Project Lead

*Clairvolex IP Solutions Pvt. Ltd, Gurgaon, Haryana*

- Responsible for managing request from various Fortune 500 clients.
- Maintained tactical control of timelines to keep teams on task and achieve schedule targets.
- Working as Quality Assurer and Produced quality standards, checklists, report templates and processes.
- Planned, executed, and controlled projects, ensuring work performed complied with requirements.
- Well Versed with PTO filings in USPTO and Invoice/Fee Structure.
- Delivering Information Disclosure Statement Requests, Form 3 Preparation of India, Disclosing Prior Arts under Sec 8 of India and Sec 14 of Israel.
- Docketing of Various documents according to Different Country Prosecution in Software like Anaqua, Patricia, FIP, Memotech
- Provided team with coaching for Docketing and Information Disclosure Statement.

07/2016 - 01/2019

### Principal IP Analyst

*CPA Global Support Service Pvt. Limited*

- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Conducted research, gathered information from multiple sources.
- Working with the IDS Management Team for the preparation of Information Disclosure Statement by Listing Prior Arts under U.S.
- Understanding the family linking through subject matter relationship and extended relationship of various patent families
- Prepared 'List of Prior Arts' for National Phase Filings in India, Canada and Israel.
- Used Databases such as Memotech, Anaqua and Foundation IP for the Reports and Patent Family Searching and well Versed with the Patent Searching Databases WIPO, USPTO, EPO, IPO, JPO, KIPO.
- Led projects and analyzed data to identify opportunities for improvement.

## Education

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- 2015 **Diploma in Intellectual Property Rights, IIPTA**, New Delhi
- 2015 **M.Sc, Biotechnology**, *Guru Nanak Dev University*, Amritsar, Punjab
- 2013 **B.Sc, Life sciences**, *Miranda House, University of Delhi*

## Accomplishments

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- Working with Product Development Team for Automation.
  - Have been awarded 'Ace Performer' for consecutive Quarters
  - Patent Analysis by Patent Validity and Invalidity Search, Prior Arts Searching, Claim Mapping, Segregating Independent and Dependent Claims and Preparing Landscape and Portfolio Reports
  - Subject Matter Expert for US Patent Prosecution.
  - Worked on Data Validation Projects, PTA calculation and Annuities.
  - Scholarship from Government of India, Department of Biotechnology, New Delhi for AIR-208 in Combined Biotechnology Entrance Examination
  - Worked on Projects and Published Research Report titled "Expression of Auxin Homeostatic genes in response to salt treatment in *Oryza sativa*".
  - Summer Training in 2012 at Harcourt Butler Technological Institute, Department of Biochemical Engineering and Food Technology titled "Challenges for Growing Genetically Modified Plants".

## Languages

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**Hindi:** Native language

**English:** C2



Proficient