
RESUME OF LISA A. PATINO

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PROFESSIONAL SUMMARY & RESPONSIBILITIES

- 20+ years in executive, marketing, and legal environments
- Direct client contact, local and global affiliate communications, including oral, audio/visual and written, collaboration on marketing and branding strategies with business area management, in-house sales, pricing negotiations, and entertainment
- Management of domestic and international trademark portfolio, including preliminary and full clearance searches, clearance opinions, docketing, and preparation and filing of intellectual property applications worldwide
- Management and prioritization of confidential, time-sensitive, and general administrative workload, including expense reporting, invoice processing, travel arrangements, and company records for executives and attorneys
- Independent review of website content and products for possible unauthorized use and infringement
- Process incoming requests for services and track same to ensure deadlines are met
- Periodic audit of company databases, and preparation of status; due diligence, and deadline reports
- Responsible for review of Official Gazette and portfolio watches for third-party conflicts
- Prepare, proofread and review correspondence, corporate and litigation documents for accuracy, format, and completeness, as well as review of launch materials and communications for internal and external compliance
- Retrieval and format preparation of specimens, drawings, and abstracts, as well as Exhibits, summation, and supporting documentation for IP, Corporate, and Litigation matters, and client data for submission to Federal and State revenue and securities authorities
- Draft and submit court documents and correspondence, settlement and co-existence agreements, license agreements, contracts, customs renewals, corporation status and ownership documentation
- Training peers on proper trademark use, job indoctrination and orientation, document management and providing general counseling on IP application and prosecution

EMPLOYMENT**IP Paralegal – DUANE MORRIS LLP– Intellectual Property, Boca Raton, FL**April 2013– Present (*Promoted in May 2015*)

- Assist the firm attorneys with all tasks related to trademark, copyright, and patent prosecution, IP litigation, and IP deadline docketing. Duties include management and prioritization of confidential, time-sensitive, and general administrative workload. Preparation and filing of intellectual property applications worldwide and related docketing. Collaboration with marketing and branding clients, US and foreign agents and colleagues. Client communication regarding prosecution and maintenance of IP assets. Undertake other special projects as needed, including client portfolio assignments, quarterly reports, and group copyright filings.

Legal Specialist – Trademarks – ROCHE DIAGNOSTICS – IP Law Department, Indianapolis, INJuly 2004– March 2013 (*Promoted in January 2006*)

- Provided administrative and legal support to protect Roche's intellectual property assets by management of its' domestic and international trademark portfolio by preparing, proofreading and review of correspondence, corporate and litigation documents; as well as review of launch materials and communications for internal and external compliance, maintenance of company databases and docketing systems, trademark clearance, management and prioritization of confidential, time-sensitive, and general administrative workload. Collaboration with marketing and branding colleagues of all business areas. Preparation and filing of worldwide intellectual property applications worldwide.

Legal Secretary – STEWART & IRWIN, P.C., Indianapolis, IN
November 2001 – July 2004

- Provided efficient secretarial administrative and secretarial support to two partners and one Of Counsel attorney in the Corporate, Securities, Estates, and Taxation Groups. Management and prioritization of confidential, time-sensitive, and general administrative workload, including expense reporting, invoice processing, travel arrangements, scheduling, time entry, and company records for attorneys. Dictation transcription into final form. Documentation production for buy-sell, mergers and acquisitions, e-commerce start-up, and stock options. Draft and submit court documents and correspondence, agreements, contracts, customs corporation status and ownership documentation.

Legal Secretary, IP Law Department – ICE MILLER, Indianapolis, IN
March 1999 – October 2001

- Provided efficient administrative and secretarial support to three associates and one paralegal in the Intellectual Property and Corporate Groups. Management and prioritization of confidential, time-sensitive, and general administrative workload, including expense reporting, invoice processing, travel arrangements, scheduling, time entry, and company records for attorneys. Dictation transcription into final form. Retrieval and format preparation of correspondence, specimens, drawings, and abstracts, as well as Exhibits, summation, and supporting documentation for IP, Corporate, and Litigation matters, and client data for submission to USPTO and federal and state courts.

Legal Administrative Assistant, Trademarks – ALTRIA (formerly Philip Morris Management Corp.), New York
April 1995 – February 1999

- Preparation, and review of trademark-related documents and forms for accuracy and completeness in a fast-paced worldwide environment in compliance with deadlines, including obtaining consulate legalization of trademark documents and authorizations. Drafted petitions regarding oppositions of trademark matters. Received, screened and referred all telephone and in-person callers. Assisted in the preparation of materials, including Memoranda of Law and other supporting documents from preprinted form, computer database or dictation transcription. Maintenance of follow-up dockets, calendars and extensive filing system. Transcription into final form which included affidavits and agreements, preparation of exhibits for litigation, acquisitions and divestitures. Responsible for management of case files, reviewed incoming correspondence for completeness and drafted letters to agents regarding billing irregularities and missing documents.

PROFICIENCIES

- Advanced proficiencies in Microsoft Office Suite programs, including MS Word, PowerPoint, Excel, Access, Outlook, LiveMeeting and Lync, as well as Gmail, Adobe Professional, Macintosh Word, WorkShare Pro, GoToMeeting; Zoom; Teams
- WESTLAW, LEXIS, SAEGIS and CORSEARCH searching programs; and iMANAGE, PC DOCS, Hummingbird, PATRIX, PATTSY, and OPEN TEXT electronic filing and docketing systems; USPTO, federal and state e-Filing, Indiana and Florida State e-Filings
- Digital Dictaphone, DTE/Juris/Elite Time Entry systems, SAP and DataCert eBilling systems; SharePoint 10

HIGHER EDUCATION

- INDIANA WESLEYAN UNIVERSITY, Marion, Indiana
Bachelor of Science in Management, Graduated in May 2010 - Magna Cum-Laude

LICENSES/CERTIFICATIONS

- NOTARY PUBLIC, State of Florida

References furnished upon request