

ERIKA JONES

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OBJECTIVE

Highly motivated, qualified and effective, results driven and goal oriented legal professional with successful comprehensive and progressive legal experience seeks a challenging Legal Assistant or Paralegal position within a patent law firm or corporate patent/trademark department that welcomes ongoing initiative, resourcefulness, dedication, and above all – a solid record of proven experience. Delivers excellence in consistently meeting organizational objectives and exceeding expectations, and brings an unmatched commitment to the achievement of organizational goals and objectives.

PROFESSIONAL PROFILE

- Proficiency in all phases of case life cycle, and balances case production with conceptual thinking and strategic planning.
- Ensures client service and satisfaction is afforded highest attention and priority, establishing and maintaining extreme retention levels and client loyalty.
- Successfully builds organizational relationships, rapidly developing a positive and productive working rapport.
- Possesses highly developed and effective communication skills, as well as exceptional interpersonal abilities including solid documentation management skills; uses tact and diplomacy in all communications.
- Utilizes strong and organized project management / prioritization abilities, and performs well under pressure, in a deadline driven environment.
- Results driven, focused, meticulously detail oriented and determined performer with exemplary work ethic offering the highest levels of integrity, initiative, resourcefulness, thoroughness and tenacity in working to achieve goals and objectives.
- Highly developed and effective analytical, innovative and proactive approaches to identifying and solving complex problems and issues.
- A strong self-starter who thrives in autonomous operations as well as in leadership of team dynamics, with excellent collaborative abilities.
- Highly adaptable, rapidly adjusts to changes in case schedule and parameters, and organizational objectives.
- Possesses strong computer proficiency.
- Multilingual – fluent in English, German and conversational Spanish.

EDUCATION

Associate of Science (AS), Paralegal Science **05/2005**
West Valley College – Saratoga, CA

Associate of Art (AA), Liberal Arts **05/2003**
West Valley College – Saratoga, CA

CERTIFICATIONS:

Paralegal Certificate, West Valley College (ABA Accredited) –Saratoga, CA **05/2005**

Legal Secretary Certificate, West Valley College –Saratoga, CA **05/2004**

Certified Notary Public, State of California **06/2004**

PROFESSIONAL EXPERIENCE

CONTRACT PARALEGAL (In-house Patent Dept.) Synopsys, Inc. – Mountain View, CA **07/2007-09/2007**

- IP functions including: patent docketing of correspondence and responses including Office Actions, Restrictions, Disclosure Statements, Assignments/Declarations, and Maintenance Fees. Process Trademark correspondence from outside counsel. Audit database.
- Interfaced with counsel regarding the schedule disclosure meetings, patent committee meetings.
- Interfaced with outside patent counsel regarding the drafting of applications for review, maintenance and renewal fee payments, Letters Patent, proofreading of all patents and requesting Certificates of correction.
- Notarize documents for Patent department and Human Resources as necessary.
- Review/docket/open files and assign tracking number(s) for all Technical Articles/Publications and Conference Papers then tracking and processing of domestic and international Inventor and Author incentive awards.
- Successfully trained permanent IP Paralegal to use software and all other aspects of the position.

CONTRACT LEGAL FLOATER (Law Firm) WilmerHale – Palo Alto, CA 3/2007-7/2007

- Patent Litigation Secretary: research, expense reports, timekeeping, calendars, and travel.
- Paralegal: process discovery, organize binders, research patents, and process CT Corp. correspondence.
- Assistant to Office Manager: accounts payable, process correspondence and expense reports.

CONTRACT LEGAL ASSISTANT (In-house Patent Dept.), LifeScan – Milpitas, CA 12/2006-2/2007

- Accountable for preparing a wide range of documents, including: Invention Disclosure Statements, supplemental IDS, and Form 1449.
- Charged with performing audits of foreign and U.S. patent files, as well as preparing correspondence with foreign patent agents.
- Performed reviews of a broad range of communications from EPO and foreign associates, as well as reviewed cited references and prosecution history.
- In addition, charged with drafting letters, as well as maintaining an abandonment list and document databases.

CONTRACT PARALEGAL (In-house Patent Dept.), Lumenis – Santa Clara, CA 9/2006-10/2006

- Performed comparisons and reviewed documents; maintained due diligence binders, as well as a legal database; and prepared status charts.
- In addition, provided administrative support on a daily basis.

PARALEGAL / NOTARY PUBLIC, Proprietor- Jones Document Specialists – Campbell, CA 1/2005-11/2007

- Prepared a wide range of documents, including: motions, court filings, contracts, notices, and correspondence, as well as performed document editing.
- Notarized affidavits and other documents.
- In addition, provided assistance with identity theft issues, restraining orders, dissolutions, wills, and codicils.

CONTRACT LEGAL ASSISTANT, Thelen, Reid & Priest – San Jose, CA 6/2004-12/2004

- Directly managed a wide range of functions in an environment consisting of large document production used for patent litigation, including: discovery, research, document summarization for litigation, and document maintenance.
- Organized the litigation filing system, including: summarizing and cross referencing file contents, as well as gathering pertinent documents and preparing binders.
- Provided attorneys with support in the execution of a broad range of general administrative functions.

CONTRACT PARALEGAL, Magma – Santa Clara, CA 4/2003-5/2004

- Accountable for creating a patent docket system for use in payment of foreign and domestic patent annuities.
- Maintained information systems for use by the I.P. Prosecution group, as well as a PDF database and document database for mergers and acquisitions, corporate governance, and patent correspondence.
- Collected and organized patent documents from previous attorneys.
- Performed reviews of incoming correspondence for appropriate subsequent action, as well as matched correspondence to files, and provided patent attorney with support for general administrative functions, including: proofreading and editing contracts, and interfacing with a diverse range of outside attorneys.

CONTRACT LEGAL ASSISTANT, Weil, Gotshal & Manges – Redwood Shores, CA 1/2004-1/2004

- Accountable for preparing discovery, performing document review, analyzing data, indexing, and performing summarizations of documents for review by Attorneys.

STUDENT, West Valley College – Saratoga, CA 2000-2004

- Completed paralegal studies focused on Intellectual Property.

EXECUTIVE ADMINISTRATOR, Golden Pacific Systems – Campbell, CA 2/2001-12/2002

- Charged with providing Vice President of Sales and Marketing with a broad range of administrative support.
- Accountable for developing graphic presentations, creating reports, and preparing charts, spreadsheets, correspondence, contracts, corporate governance, and minutes.
- In addition, maintained the executive calendar and expense reports, as well as performed filing, and coordinated travel arrangements.

TECHNICAL PROFICIENCIES

Legal/Law Industry Software: Delphion; Deltaview; iManage; Lexis Nexis; Legal Key; First to File; Abacus; and Micro Patent, Memotech; PAIR.

General Software: MS Office Suite 2002, (including: Excel, PowerPoint, Outlook & Access); Peachtree; Peoplesoft; SAP; WordPerfect; Adobe; Filemaker; Calendar Creator; Publisher; and Timbuktu pro.

O/S: Windows; and Mac.

AFFILIATIONS & VOLUNTEER ACTIVITIES

Member, PASCCO, Santa Clara Valley Chapter	2003-2007
Member, Alpha Gamma Sigma, West Valley College	2003-2007
Member, National Notary Association	2004-2007
Member, Landscaping Committee, Rinconada Hills	2007-2007
Volunteer, Pet Assisted Therapy Services	2006-2007

Exceptional References Available upon Request