

DC

David Chen

Intellectual Property Legal Assistant Specializing in Patent and Trademark Support

Intellectual property (IP) legal assistant with five years of experience supporting attorneys in patent and trademark filings, IP litigation, and portfolio management. Proficient in The United States Patent and Trademark Office (USPTO) procedures and legal research.

CONTACT



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LinkedIn | Portfolio



San Francisco, CA

KEY SKILLS

- IP portfolio management
- Legal research
- Patent and trademark filings
- USPTO compliance
- Westlaw

EDUCATION

- Bachelor of Science (B.S.) in Legal Studies

San Francisco State University,
San Francisco, CA | May 2019

PROFESSIONAL EXPERIENCE

Intellectual Property Legal Assistant I | Nexus IP Law Group, San Francisco, CA April 2021 - Present

- Manage 50+ patent and trademark applications annually, ensuring compliance with USPTO regulations
- Conduct legal research for IP litigation cases, drafting memos and reports for attorneys
- Assist attorneys in managing client IP portfolios, maintaining detailed records of filing deadlines

Legal Assistant Intern | Bay Area Legal Services, Oakland, CA June 2019 - March 2021

- Prepared and filed trademark applications for small business clients
- Conducted research on patent law updates and provided summaries for attorneys
- Organized client case files and maintained document databases

CERTIFICATIONS

- Registered Paralegal, National Federation of Paralegal Associations | August 2019
- Intellectual Property Law Specialist Certificate, ABA | May 2019