

# Alexandra Vega

## Intellectual Property Litigation Legal Assistant with Expertise in Patent and Trademark Disputes

Intellectual property litigation legal assistant with eight years of experience supporting attorneys in IP disputes, infringement cases, and trial preparation. Skilled in USPTO filings, discovery management, and document review for high-profile cases.



## CONTACT INFORMATION

 (555) 567-2345

 alexandra.vega@email.com

 New York, NY

## KEY SKILLS

- Case strategy support
- Discovery review and organization
- Intellectual property research
- Patent and trademark filings
- USPTO compliance

## PROFESSIONAL EXPERIENCE

### Intellectual Property Litigation Legal Assistant | Morgan & Hayes LLP | New York, NY

September 2015 - Present

- Support attorneys in over 40 intellectual property litigation cases annually, including patent disputes and trademark infringement claims
- Conduct detailed discovery reviews, reducing review times by 15% and ensuring compliance with court requirements
- Prepare and file USPTO documents for patents and trademarks, maintaining 100% accuracy

### Paralegal Intern | Global IP Advocates | Brooklyn, NY

January 2015 - August 2015

- Researched prior art and prepared patentability opinions under attorney supervision
- Assisted in drafting and editing litigation briefs for infringement cases
- Maintained comprehensive case files and ensured timely filing of court documents

## EDUCATION

### Bachelor of Arts (B.A.) in Intellectual Property Law | December 2014

New York University | New York, NY

## CERTIFICATIONS

Certified Intellectual Property Paralegal (CIPP) | Intellectual Property Law Institute | June 2016

Certified Paralegal (CP) | National Association of Legal Assistants | May 2015