





# Emily Rivera


## Patent Legal Assistant Specializing in Intellectual Property Filing and Management

Patent legal assistant with six years of experience preparing patent applications, managing intellectual property portfolios, and coordinating filings with USPTO.

### CONTACT INFORMATION

 (555) 789-6543

 emily.rivera@email.com

 San Diego, CA

### EDUCATION

Bachelor of Science (B.S.) in  
Mechanical Engineering | May 2018  
University of California | San Diego,  
CA

### KEY SKILLS

- Intellectual property management
- Patent application preparation
- USPTO filings
- Research and analysis
- Client correspondence

### PROFESSIONAL EXPERIENCE

#### Patent Legal Assistant | February 2020 - Present

Coastal IP Law Firm | San Diego, CA

- Prepare and file over 75 patent applications annually with the USPTO
- Manage intellectual property portfolios for clients, ensuring timely filings and renewals
- Coordinate client communications and provide updates on application statuses

#### Paralegal Intern | June 2018 - January 2020

Pacific Patent Services | San Diego, CA

- Assisted attorneys in conducting patent searches and preparing preliminary applications
- Researched intellectual property laws and prepared legal summaries for attorney use
- Maintained case files and tracked filing deadlines

### CERTIFICATIONS

- Certified Patent Assistant (CPA) | National Patent Practitioners Association | March 2019
- Certified Paralegal (CP) | National Association of Legal Assistants | January 2018