

JENNIFER RAMIREZ

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Jennifer.Ramirez1@sbcglobal.net

SKILLS & ABILITIES

- Paralegal with 6 plus years of experience.
- Experienced in Intellectual Property law, Criminal law, and Personal Injury law.
- Texas Notary Public.
- Extremely proficient with Microsoft Word, Excel, and PowerPoint.

EXPERIENCE

THE UNIVERSITY OF TEXAS AT EL PASO, OFFICE OF TECHNOLOGY COMMERCIALIZATION, El Paso, Texas
Technology and Intellectual Property Manager Specialist
November 2014-Current

- Maintain patent docket
- Continuously update patent database
- Assist in invention disclosures
- Oversee patent filings
- Monitor patent prosecution
- Coordinate and preserve faculty agreements
- Assist in patent marketing and commercialization
- Provide weekly patent queries to supervisor
- Manage student interns
- Correspond with outside counsel
- Pay outside counsel Invoices
- Invoice patent licensees
- Correspond with patent licensees
- Coordinate payments of patent revenue to UTEP inventors and departments
- Assist in keeping in government compliance for federally funded disclosures
- Research potential Trademarks
- Manage attorney's calendar
- Reconcile all office's financial accounts
- Promote office daily on social media

ORTIZ AND LOPEZ, PLLC, El Paso, Texas
Paralegal
January 2011- November 2014

- Corresponded with Patent and Trademark Examiners
- Proofread Patent Applications
- Legal research
- Drafted copyright applications
- Researched potential Trademarks for clients
- Draft trademark applications
- Responded to Trademark office actions
- Communicated with clients on behalf of the attorney

- Managed attorney's calendar
- Organized and maintained files
- Met with clients and organized their file
- Drafted letters of representation
- Drafted demand letters/packets
- Coordinated property damage settlements
- Communicated with insurance adjusters
- Ordered and obtained client's medical records
- Drafted Complaints
- Drafted and answered discovery
- Drafted Motions
- Coordinated and communicated with courts
- Corresponded with opposing counsel
- Filed court documents

MELISSA SILVERSTEIN, ATTORNEY AT LAW, El Paso, Texas
 Criminal Defense Paralegal,
 November 2013 to August, 2014.

- Organized and maintained files
- Organized new client information
- Managed attorney's calendar
- Drafted Motions
- Legal research
- Managed criminal docket
- Coordinated and communicated with Courts
- Corresponded with opposing counsel
- Communicated with clients and client's family
- Assisted with voir dire
- Filed court documents

JOHN M. DICKEY AND ASSOCIATES, El Paso, Texas
 Paralegal Intern
 September 2009-May 2010

- Summarized medical records
- Assisted in answering discovery
- Assisted in depositions
- Scheduled depositions
- Communicated with clients
- Organized files for trial
- General office duties

EDUCATION | **EL PASO COMMUNITY COLLEGE**, El Paso, Texas
 Degree in Associate of Applied Sciences in Paralegal Studies, GPA: 3.88

CLINT HIGH SCHOOL, Clint, Texas

REFERENCES | **LUIS ORTIZ**, Patent Attorney
Ortiz and Lopez, PLLC
117 Bryn Mawr
Albuquerque, NM 87106
505-314-1300
lortiz@olpatentlaw.com

MARY LARUE, Paralegal, City of El Paso
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El Paso, Texas 79901
915-564-7328