**SONIA BUNTEL**

*Phone*: +919871188638 *Email*: buntel1234@gmail.com

**WORK EXPERIENCE**

**Assistant Manager | Project Manager at Evalueserve (Jan’22-Present)**

Responsibilities include managing team of 3-4 resources, reviewing draft response to Office Action prepared by team members and sharing them with attorney/clients, working on response preparation of pilot projects, preparing drafts for patent applications, evaluating team on parameters required for appraisal and promotions, conducting trainings on various Patent related topics for team members, and taking refresher sessions for complete team.

**Senior Research Associate | Independent Contributor at Evalueserve (Jan’20-Dec’21)**

Responsibilities include sending draft response to Office Action to clients independently, reviewing drafts prepared by team members, mentoring new team members, preparing drafts for patent applications, and taking sessions on various IP related topics.

**Senior Research Associate at Evalueserve (Jan’18-May’19)**

Responsibilities include preparing responses to Office Action. mentoring new team members, discussing and helping mentees prepare responses to office action in line with client feedback, Quality checking of responses prepared by mentees, independently drafting response to office action, Prosecuting US Patent Applications, and conducting sessions on client’s feedback.

**Research Associate at Evalueserve (Oct’16-Dec’17)**

Responsibilities include drafting response to office action, Prosecuting US Patent Applications, mentoring interns, and conducting sessions on client’s feedback.

**Project Manager | Senior Technical Associate - Knock Out Searches (KOS) at Clairvolex Knowledge Processes (April’16 – Oct’16)**

Responsibilities include performing Quality Check for various projects done by team members, End to End management of KOS (Knock out Searches), mentoring Interns, maintaining databases, preparing narratives, giving training on various processes and databases, taking client calls. Further, technical responsibilities include drafting response for office action, finding Novelty/Patentability, Freedom-to-Operate Search, Knock out search, Landscapes, Maintaining patent portfolio, IP watch, Invalidity Search, Litigation Analysis, Product Search/Infringement and Making Claim Chart/EoU.

**AWARDS/ACHIEVEMENTS**

**Made my day Q2’2021**

For stepping up at reviewer’s role with consistent good quality work

**Made my day Q1’2019**

For consistent quality work with short turnaround time

**Pat on the back Q4-2017**

Outstanding performance in last quarter of 2017 and mentoring new resources

**WoW Awards Q1-2017**

For exhibiting good learning curve in selecting appropriate strategies and providing drafts with minimal errors with good turnaround time for quality checks in office action responses

**The Champ of the Year 2015-2016**

For exemplary performance and commitment at workplace consistently

**Certificate of Excellence (Oct-Dec’15)**

In recognition of outstanding performance

**Muchas Gracias (Apr-Jun’15)**

In recognition of going an extra mile for client servicing

**Excellence Award of Quality- Dec’14**

**Qualified GATE’11 & GATE’13 with 95.33 & 94.86 percentile respectively.**

**ABOUT ME**

***Qualified Indian Patent Agent Exam’2022.***

IP professional with over 7 years of experience in preparation and prosecution of patent applications, Search & Analytics, and Claim chart preparation/EoU in electronics, electrical, and mechanical domains. Strong focus on evaluating new technologies and articulating salient features. Open and clear communicator with demonstrated strategic vision and disciplined execution.

**STRENGTHS**

* Good leadership skills
* Disciplined and strong work ethics
* Self-motivated
* Good Communication Skills
* Honest and hard working
* Team facilitator & Fast learner
* “Can do” attitude
* Ability to innovate and adapt to new situations.

**LANGUAGES KNOWN**

English : Read, Speak, Write, Understand

Hindi : Read, Speak, Write, Understand

Punjabi : Speak, Understand

**EDUCATION**

**NALSAR University, Hyderabad (2015-2016)**

Post-Graduation Diploma in Patent Law

**National Institute of Technology, Kurukshetra (2011-2013)**

Master of Technology in Electronics and Communication

**NCCE Israna, Kurukshetra University (2006-2010)**

Bachelor of Technology in Electronics and Communication

**DAV Thermal Colony, Panipat (2006)**

Senior Secondary (Non-Medical)

**DAV Thermal Colony, Panipat (2004)**

Higher Secondary

**BEYOND CURRICULUM**

* Worked as **Student Placement Coordinator** in NIT Kurukshetra for M.Tech (ECE 2011-13).
* Appointed **Senior Captain** for two consecutive years (2004-06) in School.
* Won North India Scrap Book making and vocabulary competition from “**THE TIMES OF INDIA**” in 2004.
* Won First prize in “**TWISTED MOVIE**” in Techno-Cultural fest held at NCCE ISRANA in 2010.
* Won Second prize in “**AD-MAD Show**” in Techno-Cultural fest held at NCCE ISRANA in 2010.
* Represent **Basketball** Team at various school levels.
* An Active member of ‘**SPIC MACAY**’ in Chandigarh and Panipat chapter.

**Technical Associate at Clairvolex Knowledge Processes (Nov’14 - March’16)**

Responsibilities include finding Novelty/ Patentability, Freedom-to-Operate, Knock-out search, Landscapes, maintaining patent portfolio, IP watch, Invalidity Search, Litigation Analysis, Product Search/Infringement and Making Claim Chart/EoU. Further, responsibilities include taking client calls, maintaining checklists for various project formats.

**Trainee at Effectual Knowledge Services (May’14 - Nov’14)**

Responsibilities include conducting Patentability, Freedom-to-Operate, Invalidity Search, Making Claim Chart/EoU.

**Assistant Professor at IITM, Sohna Road Gurgaon (H2’2013)**

Subjects taught were Analog and Digital Electronics, Electronic devices and circuits.

**PERSONAL VITAE**

Date of Birth : February 13, 1990

Marital Status : Married

Permanent Address : House no: 15-D, Bhatia Colony, Near Assandh Road, Panipat-132103

Present Address : House No. 2849, Second Floor, Sector-46, Gurgaon

**TRAINING & PROJECTS**

**Organization : C-DAC, Mohali**

Industrial training of 6 weeks in ***Telecommunication.***

**Organization : Emtech Foundation, New Delhi**

Industrial training of 6 weeks in ***Embedded systems.***

**M.Tech Dissertation, Major Project, minor project on “*Speech synthesis Using TTS Technology”***

In this, study and analysis of SPEECH SYNTHESIS using TTS Technology, automatic speech recognition algorithm, hidden markov model, detecting and eliminating degradation due to unvoiced speech, DECTalk s/w, calculating fundamental frequency, phonemes, etc is done.

**B.Tech major project** “***RF Based remote control***”

In this project, a remote control was designed which controls home appliances from a far-off distance. This project was designed using microcontroller 8051 and RF module.

**B.Tech minor project “Multichannel Monitoring system**”

In this project, a system was designed which monitors temperature, brightness, pressure etc parameters using sensors. This project was designed using microcontroller 8052.

**Industrial project “Doorphone Intercomm**”

In this project an intercomm was designed which enables user to talk to person standing on the other side of door before opening it. It can be used for security purpose.



**Date:**

**Place: Gurgaon (SONIA BUNTEL)**