

# SRIDEVI R

## SENIOR PATENT ASSOCIATE

### MY CONTACT

---

Shridevi.rajahgopal93@gmail.com

+91 8884613620

### EDUCATION BACKGROUND

---

- Certificate in IP Contracts , IPR & ART LAW
- Certificate in Trademark Prosecution and Opposition
- NLSIU Bangalore [ 2021- 2024]  
*Master In Business Law - Second year*
- Alagappa University (2014)  
*Bachelor of commerce*

### ABOUT ME

---

Dedicated Senior Patent associate and a law student with expertise in Filing&portfolio management, who can quickly absorb new situations and articulate effectively with professionals and the public. Looking forward to furthering my skills and knowledge in IP while helping your organisation obtain successful outcomes.

### SOFT SKILL

---

- Problem-solving
- Resilience and integrity
- Communication
- Organization
- Teamwork/Collaboration

### PROFESSIONAL EXPERIENCE

---

#### BANANA IP COUNSELS (DECEMBER 2020 – PRESENT)

- Schedule IP team meetings and invention disclosure call with inventors.
- Imparting training and research for blog post and articles.
- Maintaining trackers of all clients for process & quality prospects and sharing with them on weekly basis.
- Identifying documents received from various jurisdictions and docketing them accordingly.
- Sending timely reminders on actions due to various stakeholders and docketing correspondences of multiple jurisdictions.
- Directly communicating with the clients via e – mails , addressing their queries and requests and performing paralegal activities.

- Assist IP attorneys with the preparation, review, modification and maintenance of domestic (US) and other jurisdiction applications and registrations.
- Handling of formal documents, recording of data and handling of tasks and workflows in our IP portfolio management system.
- Handle all docketing tasks from patent filing to patent grant, validations and renewals for all jurisdictions.
- Perform searches of the patent Journals and patent Registry's online database.
- Coordinate with different in-house departments and supervise outside counsel to assure deadlines are met.
- Preparing and Filing PCT applications at WIPO ; national phase applications/ ordinary patent applications at IPO and US, EP etc.

### **IP METRIX (SEPTEMBER 2019- DECEMBER 2020)**

- Filing of new Indian Patent application via e-filing Module with all the relevant forms with knowledge of proper rules and sections of patents act.
- Handling patent formalities like filing of renewal, restoration, amendments, petition, extension, withdrawal, publication, assignment etc. (IPO)
- Reporting of First Examination report (FER) to client, filing of response to FER and hearing.
- Handle client communication with respect to new actions, grant certificated, monitor upcoming actions, client related issues, requirements.
- IPO follow up related to application details correction, publication, obtaining information, application status.
- Handle communication with client and coordination with attorney for filing in USA (Preparing relevant US filing documents, application revive, petition filing, assignment, and other USPTO communication).
- Coordination of filing in EPO (Coordination with EP attorney regarding filing, renewal, office actions).
- Docketing and maintaining applications with upcoming deadlines, priority documents, assignments, etc. (India, USA, EP and other countries)

## **AARNA LAW (JUNE 2017 – MARCH 2018)**

- Preparing court forms & documents, Proof reading of documents, conducting legal research for associates, attending courts.
- Knowledge of effective file management procedure
- Good knowledge of intellectual property rights, patents etc. corporate and contracts ,Industrial law .

## **ACHIEVEMENTS**

- Improved day-to-day operations regarding Patent database and streamlined workflows.
- Created attention-grabbing IP news and summaries.
- Received appreciation for working efficiently
- Successfully completed over 15+ filings in a day efficiently & accurately and handled other IP-related tasks during the absence of team members.
- Received appreciation from various clients for assisting and resolving their queries.
- Resolved invoice issues.
- Managed daily social media postings and created 3+ Posts a week by researching on various platforms.

## **TECHNICAL SKILLS**

- Docketing, Filing, IP research , resolving patent data discrepancies, Portfolio management , IP blog post, IP Audit
- MS Suite, Westlaw, SCC, Manupatra , IP Tools

I Hereby certify that the above information is true and correct to the best of my knowledge and belief.

Sridevi R