

## EXECUTIVE SUMMARY

An **international legal operations expert** with 8 years of experience in the technology and legal services industries. An outgoing, service-oriented, and organized professional with a unique international background and natural interest in the law, intellectual property, international trade, and marketing.

## FUNCTIONAL EXPERTISE

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- Client Service in a Legal Environment
- Legal Counseling for Marketing Teams
- International Trademark Research
- Leading Legal Office Operations
- Strategic Project Management
- Cross-functional Collaboration

## FUNCTIONAL EXPERTISE DEMONSTRATED

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### [EAZL AND CO.](#)

November 2019 - Present

*An IP law firm with ~20 employees providing patent, trademark, design, copyright, litigation, and international intellectual property advice and operational support for enterprise clients like Mitsubishi and a variety of SMEs.*

#### **Lead Administrator and Trademark Specialist**

Manages a portfolio of client accounts, leads international legal operations, performs trademark research and renders advice, and leads daily administration and special projects for the Firm.

- **Client Service in a Legal Environment:** Provides daily support for a portfolio of ~6 client accounts, receiving inbound work orders, coordinating with legal vendors on behalf of clients, and liaising with the Firm's remote administration assistants to update case, account, and billing files.
- **Leading Legal Office Operations:** Owns selected legal and business functions for the firm. E.g. regularly leads buy-side account management with vendor firms in Japan and abroad, drafts letters to examiners on issues like registrability and opposition, and leads business projects e.g. digital presence update for the Firm in 2017.
- **International Trademark Research:** Performs and advises on domestic trademark issues and leads international trademark projects. E.g. performs ~5 trademark searches/mo. on behalf of the IP departments at client firms like Toshiba and coordinates with IP firms in Europe, Taiwan, India, Vietnam, Australia, and more.

### [JONES, JONES, AND JONES LLP](#) (FMR. R.M.C. EAZL)

October 2016 – May 2019

*The Austin-headquartered full-service IP firm with ~100 employees serving startups, SMEs, and large firms like Texas Airways in the UK, Europe, and worldwide.*

#### **Trademark Technical Assistant**

Performed a wide range of trademark-related legal functions including account management, counsel on matters at the intersection of marketing and trademark law, legal operations, and legal writing.

- **Leading Legal Office Operations:** Successfully administered complex legal operations for a portfolio of clients. E.g. monitored and acted on action deadlines, managed communications with multiple country IP offices, monitored active trademarks in multiple countries, and liaised with offshore partner IP law firms.
- **Legal Counseling for Marketing Teams:** Liaised with marketing teams at client firms on various trademark law issues. E.g. oversaw the trademark portfolio for Texas Airways and regularly interfaced with TA marketers regarding the legal side of launching new services or marketing campaigns in territories worldwide.
- **Strategic Project Management:** Frequently led special legal projects e.g. led ~2 ownership transfers of portfolios of internationally-registered trademarks upon changes of ownership on behalf of clients, working

closely with IP offices and law firms in countries around the world to ensure smooth changes in ownership.

## [EAZL INC.](#)

September 2015 – August 2016

*The Pacific headquarters of Eazl Computer (NYSE: EAZL), the multinational technology company with ~\$200bn in annual revenues, located in Singapore.*

### **Internal Buyer**

Led procurement of both goods and services for the Pacific headquarters office, for the office of the CEO, and collaborated with corporate procurement offices throughout Eazl's Pacific region.

- **Cross-functional Collaboration:** Reviewed a high volume (~50/day) of inbound purchase orders from Eazl's Pacific country offices, ensuring successful vendor/client relationships and that Eazl's procurement standards were being met across the Company's Pacific offices.
- **Strategic Project Management:** Frequently led purchasing projects related to events and major acquisitions for the Pacific headquarters. E.g. led procurement for a 200-attendee Eazl event in Singapore including the negotiation of room buys, event space, and catering.

## **EDUCATION**

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**Bachelor of Arts (Business Administration).** [Eazl School of Design](#) (Paris, France)

*Additional Professional Development:*

- [Certificate in Professional Marketing](#), [Eazl University](#)
- Trademark Law and Practice, [Eazl University of France](#)
- Professional Certificate in Trademark Practice, [Eazl Law School](#)

## **OTHER RELEVANT INFORMATION**

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**Additional Languages:** Japanese (bilingual fluency), French (advanced)

**Professional Affiliations:** Member of the Institute of UK Trademark Attorneys

**Legal Software:** Dragon Dictation for the Legal Field, MS Office Suite