

Pinelopi Voko

Trademark and Design Attorney

Profile

Good communication and organizational skills. Reliable, detail-oriented and hardworking. Good understanding of what is required in a job. Interested in the field of psychology and intellectual property. Able to work on own initiative or as part of a team.

Personal Information

Rr. Medar Shtylla, Nd.49, H.41, Ap.36,
Selite, Farke 1044, Tirane
penelopevoko@gmail.com
+355 67 50 60 609

Professional skills

Microsoft Office (Word, Excel and PowerPoint)

Advanced

SPSS

Intermediate

Employment History

Trademark and Design Agent, PETOSEVIC January 2021 - present
Tirana, Albania

- Handling trademark and industrial design applications, recordals, renewals and assignments, as well as searches.
 - In charge of preparing and filing Customs Watch Applications and renewals with the Albanian Customs.
 - Responsible for translating documents related to trademarks, industrial designs and geographical indications.
 - Providing cost estimates and document requirements to potential clients.
 - Extensive use of company's internal database and handling correspondence directly with clients including reports/ invoices etc.
 - Experienced in using the EUIPO / TMView / WIPO Global Trademark Database / Madrid Monitor/ Albanian Intellectual Property Office website/ database
- > License of Trademark, Industrial Design and Geographical Indications
Authorized Agent

Paralegal, PETOSEVIC April 2018 - December 2020
Tirana, Albania

- Responsible for the daily workflow, administration of information and documents.
- In charge of preparing files, applications for the registration of Industrial Property objects (trademarks, industrial designs and geographical indications).
- Responsible for the preparation and filing of requests and documents for: trademark renewal, transfer / change of ownership, change of name / address and other recordals in the local register in relation to Industrial Property objects.
- Providing cost estimates and document requirements to potential clients.
- Extensive use of company's internal database.

Languages

Albanian
Native

Greek
Native

English
Fluent (C2)

Employment History

Freelance Translator

September 2009 – present

- Over 15 years of experience for the following pairs:
 - Albanian – Greek
 - Greek - English
 - Albanian – English
- Fields of expertise:
 - Advertising/ Marketing
 - International organizations/ EU/ Government/ Politics
 - Certificates/ Diplomas/ Licenses/ CVs
 - Social Science/ Psychology
 - Law (general/ contracts/ patents/ agreements/ court decisions/ customs etc.)
 - Medical Instruments/ Healthcare
 - Technical
 - Environment
 - Finance
- Certified translator since 2023 for Greek-Albanian in Albania.

Assistant of Deputy Minister Ministry of Environment and Tourism

September 2014 - October 2017

Tirana, Albania

- Responsible for maintaining effective records and administration, communication and correspondence.
- Ensuring meetings are effectively organized.
- Planning and organizing national conferences and field trips. Preparing reports of activities/ conferences/ meetings and delivery to supervisor (Deputy Minister/ Minister of Environment/ General Secretary).
- Translation of various materials/ speeches covering the Sector of Environment and Tourism.
- In charge of updating the social media on behalf of the Deputy Minister with the latest updates regarding his/ her duties.

Assistant/ Translator (part-time), Hellenic Foundation for Culture

September 2009 - May 2014

Tirana, Albania

Responsible for organization of cultural events and translation of various materials (Greek-Albanian and vice versa) as well as simultaneous interpreting.

Education

Psychology, University of New York in Tirana

Tirana, Albania

- Head of House of Representatives in Psychology (May 2011-2013)

I organized two seminars in the premises of the university with key speakers from the Albanian Association for Psychotherapy and the presence of WHO in Albania.

- Member of the Music Club of the university (November 2010-May 2013)

References

• **Olijana Ifti**

olijana.ifti@yahoo.com

• **Georgios Giakoumis**

g.giakoumis@hotmail.com