

LUIS NAVEA



3/6 The Boulevarde, Lewisham, Sydney, NSW 2049, Australia
Mobile: 0449 906 096 | Email: l navea1976@gmail.com
Bilingual: Fluent in English & Spanish

SENIOR IP ADMINISTRATOR/GRADUATE SOLICITOR

Legal Support ~ IP Administration ~
~ Multi-Project Management ~
~ General/Office Administration ~ Client Relationship Building

Astute, multi-skilled Senior Legal Administrator/Graduate Solicitor with progressive years of experience in planning, coordinating and managing local and overseas legal work including research, IP administration and various legal support activities. Rich experience in collaborating with local and internal clients and rendering strategic administrative support to evolving legal environment. Offering in-depth business and technical acumen, complemented with expertise in project management, stakeholder relations, billing and collection, client communication and negotiation, process improvements, scheduling and coordination, and conveyancing document preparation.

Signature Strengths

Trademark & Patent Licensing | Court Procedures | Process Optimisation |
Multi-Stakeholder Engagement | Regulatory Compliance | Client Communication/Presentation |
Project Management |
Legal Research | Reports Generation | Cross-functional Team Collaboration | Customer
Service |
General/Office Administration | Conveyancing | Negotiation & Closing

Software & Technology

Productivity Tools: Microsoft Office Suite (Word, Excel, Outlook & PowerPoint), Internet
Databases: Omnis, Flexsis, Inprotech, Citrix-Based Office

EDUCATION | TRAINING | CERTIFICATION

Graduate Diploma of Legal Practice, College of Law (Sydney), Australia - 2013

Bachelor of Laws, University of Sydney, Australia - 2006

Bachelor of Arts (Honours), University of Sydney, Australia - 2001

High School Certificate, Liceo Jose Cortes Brown, Vina del Mar, Chile - 1994

Writing for Clearer Communication, Griffith Hack, North Sydney, NSW - 2014

Good Writing, Griffith Hack, North Sydney, NSW - 2012

The Professional Secretary, Griffith Hack, North Sydney, NSW - 2011

Dealing with Difficult Behaviours, Griffith Hack, North Sydney, NSW - 2011

Microsoft Office Use (Intermediary Course), University of Sydney, NSW - 2004

CAREER HISTORY

FB RICE – SYDNEY, AUSTRALIA

INTELLECTUAL PROPERTY LAW FIRM, OFFERING COMPREHENSIVE INTELLECTUAL PROPERTY ADVICE AND SERVICES, CONSISTENTLY RANKED AS ONE OF AUSTRALIA'S LEADING IP LAW FIRMS, WITH OFFICES IN SYDNEY, MELBOURNE AND PERTH.

Foreign Filings Administrator

Jul, 2015 to Present

Managed the firm's foreign filings work and reported directly to Senior Firm Partner. Ran the day-to-day

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patent administration services covering local and international clients across Australia and the world. With a particular focus on Asia Pacific patent filing Carried out creation, coordination and management of patent projects for the firm — patent research, foreign patent and design filing, and general administration services. Liaised with internal and external partners to ensure overseas filing and applications were efficiently delivered.

- ▶ **Improved efficiency and created systems by which foreign filings team was able to meet all working deadlines.**
- ▶ **Played an integral role in implementing new filing strategy, re-establishing FB Rice's competitive position in patent filings markets, particularly in the Asia Pacific.**
- ▶ **Regularly liaised with Latin-American law firms regarding translation projects for patent and design applications.**
- ▶ **Created and implemented team training manuals and folders, ensuring knowledge and database were easily accessible to all staff and managers. Trained staff in use of these manuals as well as foreign filings workflow processes.**
- ▶ **Aided local clients to save thousands of dollars by encouraging them to submit formalities documents on time, allowing clients not to lose large patent portfolios.**
- ▶ **Attained individual and team billing targets by meeting and exceeding foreign filings billing requirements.**
- ▶ **Collaborated with clients through face-to-face meetings, email and phone communication to advise, instruct and coordinate patent/design filings activities.**
- ▶ **Kept abreast with best practices and foreign law changes by participating in foreign filings weekly meeting.**
- ▶ **Efficiently drafted, consolidated and filed correspondences, letter, emails and formalities documents (Power of Attorneys, Assignments, etc.) to key clients and foreign associates.**

GRIFFITH HACK – SYDNEY, AUSTRALIA

INTELLECTUAL PROPERTY LAW FIRM, OFFERING COMPREHENSIVE INTELLECTUAL PROPERTY ADVICE AND SERVICES, CONSISTENTLY RANKED AS ONE OF AUSTRALIA'S LEADING IP LAW FIRMS, WITH OFFICES THROUGHOUT AUSTRALIA.

Patent Administrator

Jun, 2010 to Jun, 2015

Reported directly to the Foreign Filings Stream Leader, filing patent and design applications in Australia and abroad. Updated Griffith Hack database and managed patent projects liaising with Foreign Filings Stream Leader as well as local firm partners. Due to bilingual capability, translated legal documents from Spanish to English and vice versa.

- ▶ **Secured lucrative business opportunity for Griffith Hack by contacting South America IP firms to provide and forward new trademark/design/patent filings in Australia.**
- ▶ **Attained individual and team billing targets by meeting and exceeding Foreign Filing billing requirements.**
- ▶ **Designed and managed patent and design files, using filing and task allocation system named 'Catch'.**
- ▶ **Efficiently drafted, consolidated and filed correspondences, letter, emails and formalities documents (Power of Attorneys, Assignments, etc.) to key clients and foreign associates.**
- ▶ **Tracked application deadlines for filing and general patent/design initiatives by utilising MS Excel, Inprotech and Citrix-based databases for reports and reminders generation.**

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SILVA & CIA – SANTIAGO, CHILE

INTELLECTUAL PROPERTY SPECIALIST FIRM, FOCUSING ON ALL SERVICES RELATING TO INTELLECTUAL PROPERTY FROM FILING OF TRADEMARKS, DESIGN, PATENTS, COPYRIGHT IN BOTH CHILE AND ABROAD. ONE OF THE MOST IMPORTANT UP AND COMING CHILEAN FIRMS WITH A REPUTATION THAT HAS ALLOWED THEM TO OBTAIN MAJOR CLIENTS SUCH AS; LAN-TAM AIRLINES, FALABELLA AND FOREIGN CLIENTS SUCH AS BHP BILLITON.

Trademark's Paralegal

Mar, 2008 to Dec, 2009

Reported directly to all three (3) Principals and Lawyers, concentrating on filing of trademark applications in Chile and overseas by utilising exceptional coordination, organisational and time management skills. Managed foreign trademark registrations, trademark research, surveillance, database management, international client liaison, file management, invoicing, and other administrative services. Due to bilingual capability, translated legal documents from Spanish to English and vice versa.

- ▶ Instrumental in the creation of a training manual to guide Lawyers and support staff with regards to common law jurisdictions principles of trademark/patent applications.
- ▶ Reduced deadlines mishaps, created centralised deadline monitoring system using Excel, allowing team members to accurately track and update new and upcoming deliverables.
- ▶ Trusted by Principals to communicate directly with Australian and US firms which brought in new business opportunities for Silva & Cia; selected to attend several Chilean IP Law seminars.

2007 to 2008: Sabbatical Year (travel)

SPRUSON & FEGUSON PATENT ATTORNEYS – SYDNEY, AUSTRALIA

Patent Clerk (Intellectual Property)

Aug, 2006 to Jun, 2007

Supported patent attorneys on various administrative services — drafting all types of patent-related documents, forms, correspondences, memos and presentations, updating company database, billing and collection, and client communication. Processed invoices and expense reports, including preparing purchase orders, maintaining informational spreadsheets, generating reports, and arranging travel itineraries (as necessary).

- ▶ Obtained in-depth knowledge in performing Foreign Patent Filing by leveraging technical tools such as Microsoft Office Word and Excel.
- ▶ Utilised remarkable communication, negotiation and relationship building skills in interfacing with multiple clients via email, phone, fax and letters.

THOMSON LAWPOINT – SYDNEY, AUSTRALIA

Accounts Officer

Mar, 2005 to Jul, 2006

Undertook planning, monitoring and coordination of accounts, through constant communication and collaboration with clients via telephone. Assumed full accountability in identifying account discrepancies, evaluating pertinent data/information, and referring them to appropriate departments for further processing. Created weekly and monthly reports.

UNIVERSITY OF SYDNEY – SYDNEY, AUSTRALIA

Admissions Officer, International Office

2003 to 2005

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Displayed outstanding analytical and technical skills in assessing postgraduate student qualifications based on the University's current standards. Managed incoming telephone calls, emails, and visitor's requests for information. Offered personal guidance to International Students during all stages of the Admissions process, including providing travel and accommodation options. Monitored and prepared admissions statistics reports (weekly/monthly).