

Pinelopi Voko

Trademark and Design Attorney



Profile

Good communication and organisational 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. Prokop Mima. Nd.5/1. H.41. ,
Ap36 , 1001, Selitë, Farkë, Tiranë

 penelopevoko@gmail.com

 Pinelopi Voko

Professional skills

Microsoft Office (Word, Excel and PowerPoint)

Advanced

SPSS

Intermediate

Attention to details

Advanced

Capability to prioritise and meet deadlines

Expert

Ability to work independently and in a team

Expert

Communication skills

Expert

Employment History

Trademark and Design Agent, PETOSEVIC January 2021 - present Tirna, 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
Authorised 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

French

Conversational

Spanish

Conversational

Employment History

Freelance Translator,

September 2009 - now

Over 10 years of translating experience for EN<>GR<>AL in the fields of law/ marketing/ psychology/ advertising etc.

Assistant of Vice Minister, Ministry of justice

October 2017 - January 2018

Tirana, Albania

- Responsible for the office's day-to-day operations, managing information and documents.
- Ensuring meetings are effectively organised and recorded.
- Planning and organising national conferences and field trips.
- Preparing reports of activities/ conferences/ meetings and delivery to supervisor (Deputy Minister/ Minister of Justice/ General Secretary).
- Responsible for the training of trainees in the office of the Deputy Minister and the delegation of their duties.
- In charge of updating the social media on behalf of the Deputy Minister with the latest updates regarding his/ her duties. Building a culture of trust, integrity, risk taking and creative thinking in the office through demonstrating personal integrity, using feedback to self improve, following through on commitments and acting consistently with the espoused values of the Ministry.

Assistant of Deputy Minister, Ministry of Environment

September 2014 - October 2017

Tirana, Albania

- Responsible for maintaining effective records and administration, communication and correspondence.
- Ensuring meetings are effectively organised and minuted.
- Planning and organising national conferences and field trips. Preparing reports of activities/ conferences/ meetings and delivery to supervisor (Deputy Minister/ Minister of Environment/ General Secretary).
- 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 organisation 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** October 2008 - February 2013

Tirana, Albania

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

During this period I organised 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)

Participated in numerous concerts organised by the music club as one of the lead singers of the band.

References

● **Olijana Ifti**

olijana.ifti@yahoo.com -

● **Georgios Giakoumis**

g.giakoumis@hotmail.com -