**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 Employment History

Rr. Medar Shtylla, Nd.49, H.41, Ap.36,

Selite, Farke 1044, Tirane

## Trademark and Design Agent, PETOSEVIC

### Tirana, Albania

January 2021 - present

penelopevoko@gmail.com

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# Professional skills

#### Microsoft Office (Word, Excel and PowerPoint)

Advanced

#### SPSS

Intermediate

* 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**

### Tirana, Albania

April 2018 - December 2020

* 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.

1/3

# Languages Employment History


#### Albanian

Native

#### Greek

Native

**English** Fluent (C2)

**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** September 2014 - October 2017

 **Ministry of Environment and**

 **Tourism**

 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), September 2009 - May 2014

## Hellenic Foundation for Culture

## Tirana, Albania

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## 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

* + BA in Psychology

### October 2008 - February 2013

* + 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