PAMELA FIGLIOLO

LAWYER

EDUCATION

UADE
Law, 2017

SKILLS

- Proficient in Windows Office, Trial Works, Filevine, iManage and ServiceNow
- Bilingual: excellent written and oral communication skills both in English and Spanish
- Ability to make effective decisions and find alternative solutions to problems
- Strong presentation and client relationship skills

CONTACT

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1161462366

EXPERIENCE

PARALEGAL
Kruger & Hodges
June 2023 - present

- Personal injury case management
- Communication with insurance companies and clients
- Writing demands

INTELLECTUAL PROPERTY DATA ANALYST
BM Global Services
January 2020 - June 2023

- Management of trademark portfolios for fortune 500 clients including analyzing and processing correspondence relating to IP matters received from offices, IP clients and other global law firms
- Identifying key deadlines and updating electronic IP management system throughout the trademark registration, renewals, and maintenance process
- Communication with internal colleagues in Manila, Belfast and Buenos Aires and global clients. Planning and providing new hire training
- Part of the migration project of Pricing tasks. In charge of generation of billing codes for our agents to charge their work to different IP matters related to prosecution and renewals. Also, in charge of high-level checks to ensure the quality of services provided to our clients. Only member in Buenos Aires in charge of the creation of confidential dispute matters for the client

PARALEGAL
Drucker Law Offices
June 2017 - September 2019

- Taking calls and meeting with potential clients to explain personal injury process and documents to be signed for representation
- Filing claims with insurance companies and case follow-up including conversations in English and Spanish with clients and adjusters. Writing demands and lawsuits, e-filing