

JASON OOSTERWIJK

May 24, 2024

Jason Oosterwijk

To Whom It May Concern,

I am writing to express my interest in the Jefferson County Commission position for the Harpers Ferry District. With my extensive background in patent law, legal research, and client management, I am confident that I can contribute effectively to the county's administration and governance.

Qualifications and Skills:

1. **Legal Expertise:** I possess a Juris Doctor degree and extensive legal experience. I have conducted legal research, drafted pleadings, and organized exhibits. My experience with discovery requests, responses, and legal memoranda demonstrates my attention to detail and analytical skills.
2. **Client Management:** Robust experience collaborating with clients and vendors to accomplish a variety of administrative and litigation related goals.
3. **Communication:** I am adept at preparing many types of formal communications. My ability to coordinate with IP practitioners, clients, and foreign agents ensures efficient completion of even the most complex administrative tasks.
4. **Client Relations:** Engaging directly with clients, I reviewed legal filings, maintained multiple concurrent workflows, and managed case billing data. My commitment to client satisfaction and effective communication sets me apart.

County Commissioner Duties:

1. **Custodianship:** I understand the importance of safeguarding county records, including deeds and other documents presented for record.
2. **Administration:** I am well-versed in both managing and utilizing various forms of administrative databases, ensuring efficient county operations.
3. **Budgeting:** My technical knowledge related to budgeting and budgeting practices aligns with the responsibilities of a County Commissioner.
4. **Probate Matters:** I have a Juris Doctor degree and possess legal knowledge of the practice of probate law, including knowledge related to the legal process of appointing guardians for minor children and handling court settlements.
5. **Property Oversight:** I am committed to maintaining county property and possess the requisite legal knowledge to competently address property value appeals.
6. **Fiduciary Responsibilities:** I appreciate the role of Fiduciary Commissioners in overseeing estate settlements and am committed to carrying out those responsibilities in an ethical and timely manner.
7. **Legislation:** I am prepared to and have the requisite legal knowledge to intelligently adopt ordinances/orders to enhance county governance.

I am excited about the opportunity to contribute to the Harpers Ferry District's growth and development. I would welcome the chance to discuss my qualifications further. Please find my resume attached, and I look forward to the possibility of an interview.

Until then, thank you for your consideration.

Sincerely,

Jason Oosterwijk

Attachment: Resume

JASON OOSTERWIJK

Legal Expertise | Project Management | Effective Communicator

Diverse legal background and training results in ability to independently manage large institutional clients and foreign & domestic litigation. High-level analytical thinking, problem solving, and client communication skillset.

EDUCATION

Juris Doctor (JD) – Washington University in St. Louis, St. Louis, MO

- Awarded Scholar in Law partial tuition scholarship, outstanding academic credentials
- Wiley Rutledge Moot Court Competition & Criminal Justice Clinic
- Legal Research Assistant to Associate Professor Emily Hughes and Professor Marion Crain

Bachelor of Arts (BA) in English – University of Massachusetts-Amherst, Amherst, MA

Bachelor of Arts (BA) in Environmental Studies – Washington College, Chestertown, MD

AREAS OF FOCUS

- International Filing
- Project/Program Management
- Strategic Planning & Analysis
- Patent Procedural Requirements
- USPTO Practices
- Client Reporting & Support
- Problem Solving & Management
- Docket Review/Management
- Application Data Sheets
- Project Administration
- Customer/Client Experience
- Information Technology

PROFESSIONAL EXPERIENCE

COOLEY LLP, Washington, D.C.

12/2019 – Present

International Patent and Annuity Specialist

- Prepare and file PCT applications, foreign direct applications, foreign national phase applications, foreign design applications, and foreign divisional applications.
- Coordinate with IP practitioners, as well as, clients and foreign agents concerning all international patent prosecution matters.
- Prepare responses to invitations, requests under 92bis, publications, article 19/34 amendments, chapter II demands, search reports, written opinions, and other formal communications.
- Collaborate with annuity vendors to facilitate the outsourcing of client annuity management.
- Ensure all annuity fees for clients not yet outsourced are paid in a timely fashion.
- Audit client annuity data reports to identify any discrepancies in order to establish and maintain data integrity.

MCBEE MOORE WOODWARD & VANIK IP, LLC, Frederick, MD

2/2017 – 12/2019

Foreign Filing Specialist/U.S. Patent Paralegal

- Managed PCT application filing and subsequent nationalization for entire client portfolio; rescued portfolio of 600 cases.
- Conducted extensive research into treaty provisions & administrative regulations; coordinated legalization of documents.
- Served as PCT subject matter expert (SME); consultative advisor to clients and legal team.
- Authored two PCT blog posts annually; maintained electronic files and client database; monitored daily dockets.
- Prepared and filed U.S. provisional and non-provisional applications.
- Prepared responses to various formal communications.

BOTTNER & SKILLMAN, ATTORNEYS AT LAW, Charles Town, WV

11/2015 – 2/2017

Domestic Paralegal

- Conducted extensive legal research; prepared discovery requests and responses, subpoenas, and legal memorandum.
- Accountabilities included drafting pleadings, organizing exhibits, monitoring cases, and client scheduling.
- Engaged directly with clients to review pleadings and complete complex forms; managed client files and case billing data.

ADDITIONAL PROFESSIONAL EXPERIENCE

AMERICAN CORRECTIONAL ASSOCIATION, Alexandria, VA

Manager, Certification Program (8/2011 – 11/2013)

- Managed entire professional certification program for correctional employees; developed and updated examinations.
- Designed training & development programs and marketed program to target audience; maintained certification database.

Editor for Directories & Research (1/2011 – 8/2011)

- Prepared and proofread pre-press documents using Chicago Manual Style; edited graphic design & ACA publications.
- Scheduled materials production with printing services; selected inks and paper; edited factual information & grammar.