

CURRICULUM VITAE

OBJECTIVE

Motivated and analytical Economics and Statistics graduate with a one year of hands-on experience in Trademarks Administration and Intellectual Property support. Skilled in conducting data-driven assessments, performing thorough Trademark searches, reviewing applications for accuracy and compliance and preparing well- structured reports to support decision making. I bring strong attention to detail, problem solving abilities and a commitment to accuracy in handling legal and administrative processes. I am dedicated to delivering high quality work, supporting organizational efficiency and contributing positively to teams that value precision, integrity and continuous improvement .

PERSONAL DETAILS

Name: Robbin Omwenga Maiko

Telephone: 0720827650

Email: robbinomwengamaiko@gmail.com

Address: P.O Box 78168-00100, Nairobi.

EDUCATIONAL BACKGROUND

1. Bachelors of Economics and Statistics.

- Kisii University, Second class honors, upper division

2015-2018

2. Kenya Certificate of Secondary Education (KCSE).

- St. Catherine Iranda Secondary School, B-

2010-2014

3. Certificate in Computer Applications

- Ratalb Computers, Distinction

2014

4. Kenya Certificate of Primary Education (KCPE)

- St. Austin's Lamo Academy, B+

2002-2009

EXPERIENCE

TRADEMARKS INTERN

Kenya Industrial Property Institute

January, 2024– January, 2025

1. Preparing and Filing Trademark Applications.

– I gained hands -on experience in drafting and completing trademark application forms and compiling supporting documents. This improved efficiency and turnaround time and allowed the organization to serve more clients faster and maintain high client satisfaction.

2. Administrative and Database Management.

– I developed administrative skills such as updating internal IP systems, entering new filings and ensuring accurate records in Trademarks database. This improved team coordination and sped up work flow and ensured that supervisors had reliable information for easy decision making.

3. Conducting Client Communication and follow ups.

– I learned how to communicate professionally with clients, provide updates, answer inquiries and request missing information. This enhanced client trust and helped maintain long term relationships contributing to stronger customer retention for the organization.

4. Drafting Office Action Responses.

– I learned how to draft responses to objections, clarifications or rejections from the Trademarks office under supervision thus improving my analytical reasoning. This increased the success rate of overcoming objecting thus strengthening the organization's credibility and professional standing.

5. Conducting Trademark searches.

– I learned how to use trademark database and IP search tools to check the availability of trademarks, identify similar or conflicting marks and prepare search reports. This helped the organization to avoid legal risks and reduced chances of filing applications that would be rejected.

6. Reviewing and organizing Legal documents.

– I gained experience reviewing certificates, notices and client documents while maintaining accurate files and digital records. This improved office efficiency and, reduced errors and ensured that client files were always updated and easy to retrieve.

SKILLS

1. Trademark search and Examination

- Conducting searches to identify conflicting or similar marks before registration.

2. Records and data management.

- Updating, organizing and maintaining accurate trademark database and files.

3. Client correspondence.

- Responding to client inquiries and offering guidance on trademark processes.

4. IP documentation and filing.

- Preparing and organizing trademark applications, renewals and legal forms.

5. Time management.

- Managing deadlines for applications, renewals and document submissions.

6. Problem solving

- Identifying issues in applications and suggesting practical solutions.

7. Professionalism and confidentiality.

- Handling trademark information responsibly.

8. Organization.

- Maintaining orderly files and managing multiple tasks efficiently.

ACHIEVEMENTS

1. Commended by supervisors for diligence and attention to detail during high volume periods.

2. Maintained 100% accuracy rate in reviewing and uploading over 900 trademark files thus reducing document retrieval time.

3. Identified potential conflicts in proposed trademarks preventing costly registration issue for clients.

REFEREES.

1. Mr. Joshua Okwako

Assistant Senior Trademark Supervisor, Kenya Industrial Property Institute (KIPI)

Email: okwakojsh@gmail.com

Phone: 0722654128

2. Mr Hitler Nyagaka

Trademark Assistant 1, Kenya Industrial Property Institute (KIPI)

Email: nyagaka2008@gmail.com

Phone: 0705055331

3. Mr. Wilfred Ombati

Deputy Principal, Nyambaria Boys High School.

Email: ombatiwilfred@gmail.com

Phone: 0724954924