

## **Alexis J. Heins \***

### **Intellectual Property Administrator**

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## Overview

Alexis is a key contact for IP clients, working directly with them to ensure efficient handling of important matters.

Alexis works on all aspects of prosecution, filing, and maintenance. She coordinates and prepares applications, responds to USPTO actions, and prepares all legal documents, declaration, and assignments, Power of Attorney and other formalities, as well as Information Disclosure Statements and review of Letters Patent. She also communicates directly with examiners at the USPTO and its American Invents Act (AIA) Division on matters of formality.

Prior to entering the intellectual property field in 2001, Alexis was in the direct-mail industry, using her strong organizational skills to oversee production of highly targeted campaigns, managing the conversion of data, manufacturing of materials, and execution of mailings.