

# **Lindsey A. Powell**

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706-814-4806

## **OBJECTIVE**

Seeking a full-time, continuing career opportunity in the television and film production industry.

## **PRODUCTION SKILLS AND EXPERIENCE**

- **Meat Cute (Short Film) March 2022**  
Production Assistant through IndieGrip, Augusta, Georgia.
- **Mister Sleep (Feature Film) January 2023**  
Production Assistant through IndieGrip, Augusta, Georgia.
- **The Observance (Feature Film) May 2024**  
Script Supervisor/Actress through Beyond Casual Media LLC, Augusta, Georgia.

## **EMPLOYMENT HISTORY**

### **Intellectual Property Docket Manager**

**Cardinal IP Evanston, IL. 01/23 - Current**

- Manage various clientele's Patent and Trademark Portfolios using Foundation IP and IP Project Control Software.
- Report PAIR Notifications from the United States Patent And Trademark Office and docket their respective due dates and deadlines.
- Review incoming emails from attorneys, outside counsel, and foreign associates and upload their contents to the client's preferred IP Docketing software.
- Generate daily docket summary reports for IP attorneys and their respective paralegals.
- Train new team members and provide backup coverage when team members are out of office.

## **SKILLS**

- Computer literate and proficient in Microsoft Suite tools.
- Strong project and time management acumen.
- Detail-oriented with extensive knowledge of international and national patent and trademark rules.
- Strong problem solving skills with the ability to adapt and pivot with unannounced change in operations and protocols.

## **EDUCATION**

Film Production Certification 2025

**The Georgia Film Academy Augusta, Ga.**

Bachelor of Arts in Criminal Justice 2021

**The University of Georgia Athens, Ga.**