**Jaidev “Jay” Kalra**

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**EDUCATION**

**University of California, Berkeley, School of Law**, Berkeley, CA

*Master of Laws (LL.M.),* December 2019

Relevant Coursework: Business Associations; Contracts; Securities; Venture Capital; M&A (Audit), IP.

Activities: Member, Student Organization for Advanced Legal Studies; Pro Bono Volunteer

**University of Leicester**, Leicester, UK

*Bachelor of Laws (LL.B.),* July 2014

Honors: Second Class Honors (Senior Status)

Activities: Leicester Award for Employability skills; Member, Leicester Law Society

**University of Mumbai**, Mumbai, India

*Bachelor of Legal Sciences (BLS.),* December 2012

Class: Second Class

Activities: National Model United Nations Competitions; Moot Court Society

**EXPERIENCE**

**Latham & Watkins LLP**, Virtual Internship, Remote

*Legal intern,* March 2020 – May 2020

* Mergers & Acquisitions: Reviewed customer agreement, offered shareholder advice, negotiated transaction.
* Emerging Companies: Advised on Founder allocation, Vesting & Acceleration and Incorporation; Reviewed Term Sheet; Completed Pro Forma table. **Ad hoc** - White Collar Defense & Investigations.

**State of California (Bay Conservation and Development Commission)**, San Francisco, CA

*Principal Legal Assistant (Lead Secretary for Legal & Enforcement Divisions)*, July 2018 – November 2019

* Performed full range of general legal secretarial duties for BCDC attorneys; provided complex clerical support for the Regulatory (permits & licenses) program staff including document management for administrative proceedings, and coordinating and scheduling legal support services.

**Law Offices of Kane Handel; Chris M Ingram,** San Diego CA*Legal intern,* January 2018 – June 2018

* Negotiated with insurance companies and medical providers to settle bills; Reviewed medical records, drafted demand letters and correspondences; Consulted with prospective clients regarding their green card eligibility (EB1-A).

**Qualcomm, Inc.,** San Diego, CA

*Legal Specialist (Paralegal),* February 2017 – November 2017

* Reviewed patent assignments, conducted patent due diligence work including patent database research, patent ownership analysis, chain of title investigations, lien & encumbrance searches.
* Assisted with IP database management, recorded patent assignment documents with USPTO.

**Brinks Gilson & Lione**, Chicago IL; **Cardinal Intellectual Property,** Evanston, IL*International Patents Legal Assistant; Docketing Assistant,*April 2016 – January 2017

* Maintained client files including patent applications, correspondence emails and letters
* Proofread, reviewed, supplemented, and corrected patent & non-patent reference data

**Fragomen,** Chicago, IL**,** *Administrative Legal Assistant,* January 2016 – March 2016

* Collated documents to prepare H1-B visa applications for Accenture’s candidates.

**LANGUAGES**: English (fluent); Hindi (native); Sindhi & Marathi (conversational)

**IMMIGRATION STATUS**: US Permanent Resident