



## Tina Spencer

Practice Area Assistant

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### EDUCATION

- Fontbonne University, BBA, 2011

### EMPLOYMENT

- Polsinelli PC Practice Group  
Assistant, IP Docket Specialist,  
IP Administrative Specialist 2013-  
2018
- Armstrong Teasdale LLP IP  
Assistant 2007-2013
- Senniger Powers LLP IP Legal  
Secretary 2003-2007

Tina Spencer is a Practice Area Assistant in the Firm's intellectual property practice working in patent prosecution. She communicates with clients and acts as the primary contact between clients and their foreign associates.

Tina drafts and files PCT patent applications and documents necessary for national phase filing. She works closely with foreign associates on the prosecution of foreign patent applications. She reviews office actions and drafts correspondence to clients regarding deadlines, instructions, status reports and Notices of Allowance. Tina reviews documents such as applications, search reports and office actions, and also reviews patent families for the preparation and filing of Information Disclosure Statements. In addition, she files documents such as Assignment changes and Power of Attorney with the United States Patent and Trademark Office and International Bureau. Tina researches various databases for information regarding status and ownership. She communicates with the PCT office regarding Status Reports and Written Opinions. She prepares Powers of Attorney and PCT request forms pursuant to current rules and regulations.