

Marquis M. Moore

Executive Assistant



Education

- Bachelor of Science in Business Administration from Wheeling Jesuit University

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Marquis M. Moore is an Executive Assistant at KKD, where he provides litigation and operational support to attorneys and firm leadership. His work focuses on coordinating complex case management activities, supporting court filings, and ensuring compliance with federal and local procedural requirements.

Mr. Moore brings a strong background in legal operations, governance, and litigation support, with experience spanning private law firms, nonprofit legal organizations, and government agencies. He has extensive experience preparing and filing documents in federal and state courts, managing trial exhibits, and assisting with the drafting and review of legal documents, including pleadings, briefs, and post-trial submissions.

Prior to joining KKD, Mr. Moore served as an Operations & Governance Assistant at the American Intellectual Property Law Association (AIPLA), where he supported attorneys and senior leadership in the preparation of advocacy materials submitted to U.S. courts, Congress, the USPTO, and international intellectual property offices. His role included coordinating amicus brief filings, conducting legal and regulatory research, and managing governance documentation for the organization's Board of Directors.

Mr. Moore also previously worked as a Legal Assistant at Axinn, Veltrop & Harkrider LLP, where he supported complex litigation matters by preparing court filings, managing dockets, coordinating trial logistics, and assisting with billing and case administration.

In addition to his legal experience, Mr. Moore is a United States Air Force veteran, where he served in operations management within the Civil Engineer Department. In that role, he managed budgets, oversaw operational workflows, and supported large-scale infrastructure and personnel coordination efforts, bringing a disciplined and detail-oriented approach to his legal work.