

# NAME

TITLE  
000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

People-oriented legal assistant with a focus on immigration law and a drive to advocate for clients' rights..

## Experience

### Legal Assistant - Zubkoff Law/ Location

2021 to present

- Manages the caseload intake and assigns tasks to a paralegal team of three people.
- Gather information and fill out visa petitions on behalf of clients.
- Reviews supporting documents and obtains certified translations of official documents.
- Works with a legal team to develop relevant strategies for establishing proof of residence, appealing immigration decisions, and more.
- Follows submission deadlines and helps clients comply with every aspect of the immigration process.

### Legal Assistant - Wilner O'Reilly Law/ Location

2017 to 2021

- Performed legal research regarding immigration cases, including work visas and green cards.
- Prepared legal backgrounds for deportation hearings.
- Communicated with clients to provide updates about their immigration cases.
- Managed records and immigration documents for the firm's clients.
- Educated clients about the immigration process, including requirements to meet, application documents, and appeal options.

### Project Experience

- Helped over 80 clients navigate the immigration system and obtain temporary or permanent visas.
- Contributed to reuniting six families through the U.S. Refugee Admissions Program.
- Advocated for the passage of the 2023 Dream Act by contributing to a research project led by the Washington Heritage Foundation.

## Education

### ABA-Approved Paralegal Certificate Program - University of California Irvine

2013 to 2015

- GPA: LIST
- AWARD
- AWARD

### Alternative Digital Credential - Legal Research and Analysis

2014

- GPA: LIST
- AWARD
- AWARD

### B.A. in Justice Studies - California State University San Marcos

2009 to 2013

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Fluent in Spanish
- Conversational Arabic
- Strong knowledge of USCIS procedures
- Attention to detail
- Excellent administrative skills

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Lorem quis bibendum auctor, nisi elit consequat ipsum
- Lorem quis bibendum auctor, nisi elit consequat ipsum