

NAME

TITLE

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

Profile

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Experience

Immigration Paralegal - Company / Location

MONTH YEAR - Present

- Created trial exhibits by gathering necessary materials from clients, composing legal documentation, and preparing multimedia presentation displays
- Completed accurate and data-driven legal paperwork for the displays, such as client briefs, client contracts, and court proceedings
- Formulated legal documents, including client briefs, to help increase the efficacy of court proceedings
- Collaborated and communicated with clients to ensure an accurate portrayal of the court outcome and information
- Reviewed government structures and specific laws, such as arbitration information, to help with negotiation and court presentations
- Prepared status adjustments for potential clients, such as employment-based adjustments

Paralegal - Company / Location

MONTH YEAR – MONTH YEAR

- Prepared legal documents for client interviews and trials
- Performed preliminary client interviews
- Drafted briefs and legal documents
- Communicated with clients regarding case information
- Reduced the lawyer's total workload by reviewing the court case documents, evaluating legal documentation, and analyzing the discovery materials

Research Technician - Company / Location

MONTH YEAR – MONTH YEAR

- Supported the research team and development officers to help formulate new products, maintain equipment, and streamline processes
- Evaluated subjects and possible participants to reduce the risk possibilities
- Conducted data-driven research to gather information, answer questions, and avoid confusion in the workplace
- Collaborated with co-workers and the management staff to identify concerns or queries
- Planned, edited, and carried out complicated research techniques
- Developed specific formulas to help produce accurate reviews
- Retained and organized data for long-term analysis

Project Experience

- Responsible for preparing immigration applications, such as H-1B, H-3, L-1, and P-1 visas, increasing efficiency by 30%
- Researched immigration regulations and case law to help lawyers' daily efficiency
- Managed personal case information for 80 clients

Education

Bachelor's Degree in Political Science- SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Research skills regarding complex immigration and legal data
- Communicate efficiently with both the lawyers and clients to avoid misinformation or delays in the filing process
- Organizational methods to increase daily efficiency, balance caseload, and manage various cases simultaneously
- Strong attention to detail and clerical skills to manage a large caseload
- Knowledge of immigration documents, forms, and how to fill out the necessary paperwork for the related visas
- Proficiency with online systems and computer skills (ex: Outlook, Word, Excel, etc.)
- Creates and organizes court calendars to avoid scheduling conflicts
- Conducts client interview to gather and organize background information and case details

Licenses & Accreditations

Licenses Licenses & Accreditations

- Professional certification in Homeland Security Guidelines