

Jane Doe

Baltimore, MD 21201 - (xxx) xxx.xxxx - janedoe@ubalt.edu

PROFESSIONAL PROFILE

Business Immigration Paralegal with four years' experience in immigration law, policies, procedures, research and documentation, case management, and petition filing.

EDUCATION

University of Baltimore, Baltimore, MD

Expected Graduation: 12/20XX

Master of Arts, Legal and Ethical Studies

4.0 GPA

Bridgewater College, Bridgewater, VA

Bachelor of Arts, English (American Studies Concentration)

Dean's List (20XX)

WORK EXPERIENCE

Taylor & Ryan, LLC

Baltimore, MD

08/20XX – Present

Business Immigration Paralegal

- Prepare and file adjustment of status, waivers, nonimmigrant and immigrant visa petitions, naturalization applications, response to Requests For Evidence, and work and travel documentation
- Communicate with clients and United States Citizenship and Immigration Services (USCIS) on a daily basis
- Maintain client calendar and schedule ticklers; organize and facilitate client meetings
- Organize support letters, cover letters, and USCIS correspondence

Palmer Legal Staffing Agency

Washington, DC

10/20XX-06/20XX

Administrative Assistant/Paralegal

- Oversaw receptionist area, transcribed interviews, prepared witness files for trial, and maintained correspondence with clients
- Participated in client interviews, created new client intake forms, organized client case files, and copied elements of discovery
- Wrote letters of correspondence to attorneys on behalf of the agency

Calvert County District Court

Prince Frederick, MD

06/20XX- 09/20XX

Calvert County District Court Intern

- Reviewed case files with supervisor; filed traffic, criminal, and civil cases
- Managed 8,000 criminal and civil case files, including court observation of traffic, civil, domestic violence, and peace orders
- Answered calls and adhered to strict deadlines for case preparation

VOLUNTEER WORK

Naturalization Clinic

Las Vegas, Nevada

20XX

- Worked under an attorney to help families complete their Naturalization application, answered questions, provided naturalization materials, prepared Selective Service statement, and copied documents for clients.

Pro Bono Day

Prince Frederick, MD

20XX

- Created flyers, contacted organizations for promotion e.g. legal aid, facilitated discussion between clients & attorneys.

Permission granted to use resume for sample from UB student – name and contact information changed to protect privacy.