



CHARLOTTE HARRIS

Immigration Case Assistant

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Regulatory Compliance



Scheduling



Time Management



Attention To Detail



Confidentiality



Legal Writing



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Swahili



Italian

🌟 ACHIEVEMENTS

🌟 Streamlined case processing, reducing turnaround time by 30%.

🌟 Successfully managed over 200 immigration cases, ensuring compliance with all legal requirements.

👤 PROFESSIONAL SUMMARY

Accomplished Immigration Case Assistant with 7 years of extensive experience in case management and legal documentation. Expert in analyzing case eligibility, coordinating with clients and legal teams, and ensuring compliance with immigration laws. Driven to optimize case processing and deliver superior support, contributing to successful outcomes for clients and attorneys.

💼 WORK EXPERIENCE

Immigration Case Assistant

📅 Apr / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Supported attorneys in preparing and filing immigration petitions, ensuring accuracy and compliance.
2. Maintained and organized case files, databases, and documentation for efficient access.
3. Conducted detailed research on immigration laws and policies to assist in case preparation.
4. Coordinated meetings with clients, gathering necessary information for case development.
5. Scheduled and managed court dates, depositions, and meetings.
6. Facilitated communication between clients and legal teams to ensure clarity and understanding.
7. Reviewed case documents for completeness and accuracy prior to submission.

CASE ASSISTANT

📅 Apr / 2018-Apr / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Provided direct support in court hearings, ensuring all documentation was prepared and submitted timely.
2. Drafted comprehensive reports on case status and client interactions for legal reviews.
3. Assisted clients with understanding immigration processes and requirements.
4. Managed appointment scheduling for client consultations and court appearances.
5. Translated legal documents for non-English speaking clients, ensuring clear communication.
6. Maintained an organized calendar for tracking deadlines and appointments.

🎓 EDUCATION

Bachelor of Arts in Political Science

📅 Apr / 2015-Apr / 2018

University of Washington

📍 Toronto, ON

Studied political systems, legal frameworks, and international relations.