

SKILLS Case Analysis Client Follow-Up 9 Scheduling Appointments 7 Billing and Invoicing 10 Legal Ethics 10

INTERESTS

🖈 Surfing

Martial Arts

Community Service

Blogging

STRENGTHS

X Patience

A Perseverance

Planning

Dositivity

LANGUAGES





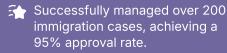


English

Russian

Arabic

ACHIEVEMENTS





MIA TAYLOR

Immigration Paralegal

www.qwikresume.com

🔼 PROFESSIONAL SUMMARY

Seasoned Immigration Paralegal with 7 years of experience adept at handling multifaceted immigration cases. Expert in preparing comprehensive visa applications and ensuring compliance with all relevant regulations. Strong communicator committed to supporting clients through every step of their immigration journey while fostering positive outcomes.

🔛 WORK EXPERIENCE

Immigration Paralegal - Full Time

Jan / 2021-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Prepared and filed immigration forms with various government agencies, ensuring accuracy and compliance.
- 2. Drafted legal correspondence for clients, courts, and attorneys, enhancing communication efficiency.
- 3. Collaborated with clients to gather necessary documentation and provide updates on case status.
- 4. Filed applications with Immigration Court and communicated effectively with the Department of Homeland Security.
- 5. Maintained organized client files and monitored case timelines to meet critical deadlines.
- 6. Trained new team members on immigration processes and office protocols, improving team performance.
- 7. Utilized case management software to track case progress and document all actions taken.

Immigration Paralegal

🗯 Jan / 2018-Jan / 2021

Lakeside Apparel Co

T Chicago, IL

- 1. Executed comprehensive case management, overseeing multiple aspects of visa application preparation.
- 2. Guided clients in completing necessary forms and guestionnaires, ensuring adherence to legal requirements.
- 3. Processed various visa types, including family-based petitions and adjustment of status applications.
- 4. Conducted thorough case tracking, identifying and resolving delays in processing through the USCIS online system.
- 5. Assisted clients with consular processing and waivers, achieving a high success rate.

🔛 EDUCATION

Bachelor of Arts in Legal Studies

🛗 Jan / 2015-Jan / 2018

University of California

■ Denver, CO

Comprehensive study of legal principles, including immigration law.

Powered by Qwikresume www.qwikresume.com