



SKILLS

Case Analysis



7

Client Follow-Up



9

Scheduling Appointments



7

Billing and Invoicing



10

Legal Ethics



10

INTERESTS

★ Surfing

🥋 Martial Arts

👂 Community Service

📝 Blogging

STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

LANGUAGES



English



Russian



Arabic

ACHIEVEMENTS

★ Successfully managed over 200 immigration cases, achieving a 95% approval rate.

★ Streamlined the visa application process, reducing processing time by 30%.

MIA TAYLOR

Immigration Paralegal

✉ support@qwikresume.com 📞 (123) 456 7899 📍 Los Angeles

🌐 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

📍 Chicago, IL

1. Executed comprehensive case management, overseeing multiple aspects of visa application preparation.
2. Guided clients in completing necessary forms and questionnaires, 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.