
Immigration Paralegal Resume

Job Objective

To use my abilities and skills and gain employment as Immigration Paralegal.

Highlights of Qualifications:

- Highly experienced in research, handling and processing of immigration-related cases
 - Profound knowledge of immigration process, various types of visa and immigration compliance issues
 - Operational knowledge of using Applicant Tracking System and Microsoft Office Suite
 - Familiarity with visa, permanent residency and employment application processes
 - Ability to handle and conduct PERM Audits and employment based Green Card filing
 - Ability to prioritize, handle and complete all immigration cases in a timely manner
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Professional Experience:

Immigration Paralegal
Seyfarth Shaw LLP, Orlando, FL
August 2012 – Present

Responsibilities:

- Conducted legal research and collected data necessary for immigration related matters.
- Composed and filed visa applications and petitions for immigrants.
- Liaised with attorneys and provided legal assistance for visa processing.
- Drafted and submitted all legal paperwork for work authorization to HR department.
- Produced and delivered employment verification letters to immigrant workers.
- Monitored and informed immigrant workers about their visa and work permit expiration and renewal dates.

Immigration Paralegal
Jackson Lewis P.C., Orlando, FL
May 2009 – July 2012

Responsibilities:

- Prepared and filed applications for employment-based permanent residency, visas and extensions.
 - Drafted and submitted various motions with Immigration Court in cases of immigrant deportation and removal.
 - Handled Permanent Labor Certification cases and responded to work authorization requests.
 - Established and maintained strong professional relationships with outside counsel, attorneys and global counterparts.
 - Performed case management activities and processed necessary fees for services.
 - Counseled and trained immigration department staff, company management and workers on global immigration policies and procedures.
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Education:

Bachelor's Degree in Paralegal Studies
Indian River State College, Fort Pierce, FL

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