

Tiffany Sousa

2436 Rachel Court Marietta, Ga 30066

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PROFESSIONAL SUMMARY

Paralegal skilled in organization, leadership, and management. Experience includes immigration law, files management and oversight, filing and updating legal documents and court petitions.

EDUCATION

Kennesaw State University
December 2023

Anticipated,

Bachelor of Business Administration, International Business

- Dean's List (Spring 2020, Fall 2020, Spring 2021)
- President's List (Fall 2021)

College of Professional Education - Kennesaw State University
September 2020

Paralegal Certificate

Flow Language Institute – Marietta Ga
May 2017

English as a Second Language Certificate

Winners Institute – Sara Nossa Terra, Brasilia, Brazil
December 2013

Leadership Certificate

SKILLS

Legal documentation production and organization

Experience with Immigration Law

Fluent in Spanish and Portuguese

Understands Confidentiality

Microsoft Office (Word, PowerPoint, Excel)

RELATED WORK EXPERIENCE

Heal Our Land Ministries_

Marietta, GA

December 2015 to Present

Volunteer Youth leader

- Serve as leader of Project “New Mission”, meeting with young teens aged 11-19 offering advice mentoring and assistance in becoming their full selves.
- Assist leadership of church ministry in planning activities and events, assist in planning and organizing meeting, and updating church staff on activities.

The Law Office of C. Payne

Sandy Springs, GA

December 2017 to September 2018

Legal Secretary (Intern)

- Communication with clients, phone calls, scheduled meetings, translated legal documents, filed documents with the courtroom, prepared documents.
- Translated conversations, letters, and documents from Portuguese to English and English to Portuguese.
- Worked personally with the main lawyer Chanel Payne and the paralegal Eldai Hernandez.