

## Henrietta Lacks

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### PROFESSIONAL PROFILE

Business Immigration Paralegal with four years' experience in immigration law, policies, procedures, research and documentation, case management, and petition filing.

### EDUCATION

University of Baltimore, Baltimore, MD

Expected Graduation: 12/2019

#### **Masters of Art, Legal and Ethical Studies**

4.0 GPA

Bridgewater College, Bridgewater, VA

#### **Bachelors of Art, English (American Studies Concentration)**

Dean's List (2015)

### WORK EXPERIENCE

Taylor & Ryan, LLC

Baltimore, MD

08/2016 – present

#### **Business Immigration Paralegal**

- Prepare and file adjustment of status, waivers, nonimmigrant and immigrant visa petitions, naturalization applications, response to Requests For Evidence, and work and travel documentation
- Communicate with clients and USCIS on a daily basis
- Maintain client calendar and schedule ticklers; organize and facilitate client meetings
- Organized support letters, cover letters, USCIS correspondence

Palmer Legal Staffing Agency

Washington, DC

10/2015-06/2016

#### **Administrative Assistant/Paralegal**

- Oversaw receptionist area, transcribed interviews, prepared witness files for trial, and maintained correspondence with clients
- Participated in client interviews, created new client intake forms, organized client case files, copied elements of discovery
- Wrote letters of correspondence to attorneys, billed and tracked time

Calvert County District Court

Prince Frederick, MD

06/2014- 09/2015

#### **Calvert County District Court Intern**

- Reviewed case files with supervisor; filed traffic, criminal, and civil cases
- Case managed 8,000 criminal and civil case files; court observation of traffic, civil, domestic violence, and peace orders
- Answered calls and adhered to strict deadlines for case preparation

### VOLUNTEER WORK

**Naturalization Clinic** 2016 – Las Vegas, Nevada – Link Hotel: Under supervision of an attorney, helped families complete Naturalization application, answered questions, provided naturalization materials, prepared Selective Service statement, and copied documents for clients.

**Pro Bono Day** 2014-2015 – Frederick Community College - created flyers, contacted organizations for promotion e.g. legal aid; facilitated discussion: clients & attorneys; encouraged strict, concise meetings with clients & attorneys.