



Mark Reynolds

IMMIGRATION PARALEGAL

(555) 321-7654

mark.reynolds@email.com

Miami, FL

SKILLS

Immigration Forms & Procedures (I-130, I-485, etc.) **Expert**

Legal Research (Westlaw, LexisNexis) **Expert**

Client Relations and Intake **Expert**

Case Management & Filing **Expert**

Multilingual: English, Spanish **Expert**

LANGUAGES

- Spanish: Fluent (Native Speaker)
- English: Fluent

PROFESSIONAL SUMMARY

Goal-oriented and compassionate Immigration Paralegal seeking to leverage educational background in law and passion for helping individuals navigate immigration processes at a reputable firm.

EDUCATION

Associate of Science in Paralegal Studies

Miami Dade College, Miami, FL

Graduated: May 2024

- GPA: 3.9/4.0
- Courses include: Immigration Law, Legal Writing, Legal Ethics, and Constitutional Law.

Certifications

- NALA – Paralegal Certification (2024)
- Immigration Law and Procedures Certification (2024)

EXPERIENCE

January 2024 - April 2024

Immigration Law Intern

Baker McKenzie, Miami, FL /

- Assisted immigration attorneys with filing petitions for visa applications, green cards, and work permits.
- Prepared and filed various immigration documents including I-130, I-485, and I-765 forms.
- Communicated with clients to gather necessary documents and information for applications.
- Conducted research on immigration laws and case precedents.

June 2023 - August 2023

Paralegal Intern

The Law Offices of Maria Gonzalez, Miami, FL /

- Managed client case files and assisted in the preparation of immigration hearings.
- Drafted affidavits and petitions related to asylum, refugee status, and family reunification.
- Provided administrative support by organizing client files and correspondence.