
Immigration Lawyer Resume

Job Objective

Actively seeking Immigration Lawyer position that will allow me to heighten my career in this field.

Highlights of Qualifications:

- Immense experience in dealing with family based immigration issues
 - Outstanding knowledge of EB-5, L-1, E-2 and H1 visa details
 - Exceptional knowledge of automated legal applications
 - Familiarity with public speaking standards
 - Immense ability to make complex legal decisions
 - Remarkable ability to provide legal support independently or in groups
 - Uncommon ability to handle multiple cases simultaneously
 - Proficient with MS products
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Professional Experience:

Immigration Lawyer
Lease & LaBau, Inc., Bottineau, ND
August 2007 – Present

Responsibilities:

- Provided legal support to address immigration issues.
- Prepared and filed employment petitions for clients.
- Informed clients about Government policies on employment visa.
- Processed citizenship applications for clients.
- Presented employment based and family based appeals in the court of immigration.
- Explained clients about consular processing and date of priority.

Immigration Lawyer
Harter Secrest & Emery LLP, Bottineau, ND
May 2004 – July 2007

Responsibilities:

- Performed eligibility and risk assessment to file client's immigration visa petition.
 - Conducted information sessions for immigrants.
 - Provided service trainings to legal interns.
 - Maintained all client files.
 - Worked in compliance with immigration law practices.
 - Worked with administration departments to ensure all fees are collected and applications are filed in a timely manner.
 - Participated in social media networking efforts.
 - Provide support to client in immigration program management.
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Education:

Master's Degree in Law
Sonoma State University, Rohnert Park, CA
Bachelor's Degree in Law
Argosy University, Chicago, IL

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