



MORGAN JOHNSON

Immigration Paralegal

City, State Abbreviation, Zip Code | (123) 456-7890 | morgan.johnson@example.com | LinkedIn | Portfolio

PROFILE

Detail-oriented immigration paralegal with 5+ years assisting in the preparation and filing of family- and employment-based visas. Skilled in USCIS procedures, bilingual client communication, and case tracking for large pro bono clinics.

PROFESSIONAL EXPERIENCE

Immigration Paralegal

Global Citizenship Center, Chicago, IL | April 2018 - Present

- Prepare and file 200+ Form I-130 and I-485 applications annually, achieving a 98% acceptance rate
- Conduct eligibility interviews for clients, reducing RFEs by 20% through comprehensive pre-screening
- Maintain case management database (LawLogix) for 500+ active cases, ensuring timely filings and client updates

Legal Assistant

Midwestern Immigration Law Group, Chicago, IL | January 2016 - March 2018

- Drafted supporting affidavits and employment authorization documents, cutting draft time by 30%
- Translated legal correspondence for Spanish-speaking clients, improving satisfaction scores by 25%
- Organized community-clinic intake events, assisting 150+ low-income applicants

EDUCATION

Bachelor of Science in Legal Studies

Northeastern Illinois University, Chicago, IL | May 2015

CERTIFICATIONS

- Certified Paralegal (CP), NALA, March 2017
- Certified Paralegal (CP), NALA, August 2012