

# Drew Thompson

## Immigration Appeals Paralegal

Specialized appeals paralegal with 4 years of experience handling BIA and federal immigration appeals. Expert in brief assembling, timeline management, and remand-tracking.

### Contact

(123) 456-7890

drew.thompson@example.com

LinkedIn | Portfolio

City, State Abbreviation, Zip Code

### Education

- Associate in Paralegal Studies

Miramar College, San Diego, CA

May 2016

### Professional Experience

IMMIGRATION APPEALS PARALEGAL | SMITH & LEE LLP, SAN DIEGO, CA  
JANUARY 2019 – PRESENT

- Drafted and filed 60+ appeals briefs, achieving 25% favorable remands from the BIA
- Maintain detailed timelines for appeals deadlines, resulting in zero late filings
- Coordinate translations and certifications for foreign evidence, cutting processing time by 30%

PARALEGAL | SAN DIEGO IMMIGRATION CENTER, SAN DIEGO, CA  
JULY 2016 – DECEMBER 2018

- Assisted in merit-appeal research and precedent identification for 40 matters
- Organized appeal exhibit binders for immigration judges and counsel

### Certifications

- Certified Criminal Paralegal (CCLP) | NALA | value
- Certified Paralegal (CP) | NALA | value