

# DM

# Daniel Martinez

## CONTACT



(555) 567-8901



daniel.martinez@email.com



LinkedIn | Portfolio



Los Angeles, CA

## KEY SKILLS

- Application support
- Bilingual communication (English/Spanish)
- Client intake
- Document translation
- USCIS filings

## EDUCATION

Associate of Science (A.S.) in  
Paralegal Studies | Santa Monica  
College, Santa Monica, CA |  
December 2019

## ABOUT ME

### Bilingual Immigration Legal Assistant Specializing in Client Advocacy

Immigration legal assistant with four years of experience supporting attorneys in preparing immigration applications, visa petitions, and deportation defense cases. Fluent in English and Spanish, with a strong commitment to client advocacy and legal compliance.

## PROFESSIONAL EXPERIENCE

### IMMIGRATION LEGAL ASSISTANT | GLOBAL IMMIGRATION PARTNERS, LOS ANGELES, CA

JULY 2020 - PRESENT

- Assisted in filing 120+ visa applications annually, ensuring accuracy and compliance with USCIS guidelines
- Translated legal documents and facilitated client interviews for Spanish-speaking clients, improving client satisfaction rates by 30%
- Coordinated with clients to collect required evidence and meet application deadlines

### PARALEGAL INTERN | RIVERA LAW GROUP, PASADENA, CA

JANUARY 2020 - JUNE 2020

- Supported attorneys by preparing immigration petitions and organizing case files for hearings
- Conducted legal research on asylum and deportation defense cases, providing detailed summaries for attorney review
- Provided administrative support, including maintaining calendars and scheduling client meetings