

Patrick Walls

317-750-6398 | walls.patrick.a@gmail.com

SKILLS

- HTML/CSS, JavaScript, Git/GitHub, Bootstrap, Client services, Microsoft Office, Google Suite, Immigration policy and petitions.
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PROFESSIONAL EXPERIENCE

J.Crew

Sales Associate

New York, NY

Oct. 2019 – July 2020

- Provided excellent customer service, driving sales and achieving highest UPT (units per transaction).

Fragomen, Del Rey, Bernsen & Loewy, LLP

Assistant Paralegal I

New York, NY

Mar. 2019 – Sep. 2019

- Drafted and filed nonimmigrant petitions with U.S. Citizenship and Immigration Services on behalf of clients and their foreign national employees.
- Facilitated labor certification process for employer-sponsored foreign nationals, for the purposes of obtaining legal permanent residence in the United States.

Office of US Senator Joe Donnelly

Immigration Case Manager

Indianapolis, IN

June 2017 – Jan. 2019

- Administered direct constituent services for more than 1,000 individuals by assisting with issues & petitions before U.S. Citizenship and Immigration Services & Department of State.
- Provided data & analysis of how constituents are affected by immigration policy to legislative & senior staff using Intranet Quorum CRM software.

Congressional Intern

Jan. 2017 – May 2017

- Recorded over 5,000 calls, emails, letters, & walk-in visits from constituents regarding nominations & legislation before the Senate, current events in the news, & state/local issues.
- Provided administrative support to state office staff by greeting visitors, starting casework processes, & drafting correspondence to constituents on behalf of the Senator.

Sojourners

Communications Assistant

Washington, DC

Aug. 2015 – Sep. 2016

- Created media assets including press releases and briefing packets for Director of Advocacy and Communications and distributed to contacts via Cision CRM software.
- Produced commentary and news articles for more than 200,000 readers on Sojo.net, focusing on the intersections of faith, social justice, and politics.
- Provided research for president's weekly email column reaching more than 20,000 people, discussing Black Lives Matter, the 2016 election, immigration issues, and US poverty.

Indianapolis Symphony Orchestra

Marketing and Communications Intern

Indianapolis, IN

May 2014 – Aug. 2014

- Organized still-running social media campaign during Summer 2014 season at Marsh Symphony on the Prairie, engaging 11,000 social media followers.
 - Analyzed other performing arts organizations' unused season ticket policies and developed recommendations for future ISO policy.
 - Managed ISO marketing presence at Marsh Symphony on the Prairie concert series attended by as many as 12,000 patrons per concert.
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LEADERSHIP ACTIVITIES

North Park University Ministries

Global Partnerships Team Leader – Washington, DC

Chicago, IL

2014 – 2015

- Arranged and facilitated meetings between students, nonprofit organizations, and congressional leaders.
 - Maintained \$6,000 budget and arranged travel, housing, food, and itinerary for the week.
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EDUCATION

North Park University

BS in Business and Economics with Marketing concentration

Chicago, IL

May 2015