

MERRILL PECCI

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EDUCATION

Bachelor of Arts, Honors: Double Major in Economics and Political Science at Simmons University | May 2021
Masters in Library and Information Sciences: Libraries and Librarianship | Expected 2027

EXPERIENCE

Boston College Law Library *Boston MA*

Law Library Assistant | December 2024 to Present

- Provides user assistance, offering guidance on library resources, search techniques, and research support.
- Manages daily mail processing, ensuring timely distribution and accurate filing of documents.
- Utilizes Alma library management system for efficient cataloging, tracking, and managing library materials.
- Assists in serials management, including checking-in, tracking, and maintaining subscriptions. Handles added volumes to existing collections, updating records and ensuring proper shelving.
- Performs copy cataloging by inputting bibliographic information and organizing materials for easy retrieval.
- Enters and updates metadata for digital and physical materials to ensure proper classification and accessibility.
- Supports occasional archival work, assisting with the preservation and organization of historical legal documents and materials.
- Manages library's social media accounts to engage with the community, promote events, and share resources.
- Creates and sets up library displays to highlight key legal topics, new arrivals, and special collections.
- Assists with Interlibrary Loan.

Fragomen Del Rey, Bernsen & Loewy LLP *Boston MA*

Senior Business Immigration Analyst | August 2021 to December 2024

- Drafted and filed Non-Immigrant and Immigrant petitions including H-1Bs, H-1B Cap Cases, O-1s, EB-1s, EB-2 NIWs, L-1s, TNs, and consular case types.
- Specialized in time-sensitive, detailed, and research-intensive expert writing cases with non-negotiable government deadlines. Filings ranged from 500-2,000 pages, with 15-25 paged support letters.
- Communicated with all corporate and individual clients throughout the arduous U.S. immigration process, responding to their needs and facilitating information transfers in a timely manner.
- Lead office and firm-wide DE&I presentations and initiatives.
- Promoted from Business Immigration Coordinator after nine months working in an administrative role, supporting multiple associates and executives in scheduling, on-demand projects, client communications, contract drafting, firm-wide presentations, and payment facilitation.

Starbucks Corporation, *Swampscott, MA*

Barista | October 2020 to August 2021

- Maintained a healthy and organized space amid COVID-19.
- Worked efficiently in a fast-paced setting that relied on teamwork, communication, and mediation skills.
- Received certificate for excellent customer service due to customers reporting great service to corporate.

SKILLS

- Customer Service & Cultural Sensitivity
- Public Speaking
- Political & Legal Research
- Conversational Spanish
- Microsoft Office Suite, Excel, Adobe Creative Cloud, SharePoint, Google Suite, HTML, CSS, Javascript, Github