

## Education

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Smith College, Northampton, MA.

Date Attended: August 2010 – May 2011

University of Southern California, Los Angeles, CA.

Expected Graduation Date: May 16, 2014

Major: *Bachelor of Arts* – International Relations

## Skills/Qualifications Summary

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- Bilingual; Ability to speak and write English and Korean fluently with no grammatical errors.
- Avid user of Microsoft Word, PowerPoint, and Excel.
- Experience with both PC and Macintosh computers
- Able to work calmly with various groups of people under difficult situations and communicate well with others.

## Professional Experience

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*Paralegal at Law Offices of Kyung Hee Lee, PC* (March 2013 – August 2013)

- Assisted an attorney with various types of immigration cases, and accumulated extensive experience in the areas of B-1; E-1/2; F-1; employment-based immigration petitions (1st, 2nd and 3rd preferences); H-1B; L-1; TN; NIW; all family-based immigration petitions; and extensions/transfers for the aforementioned nonimmigrant visas - strong background in E-2, EB-1, 2 and 3, H-1B and L-1



- Prepared, edited and proofread legal documents, including USCIS forms, cover letters, memorandum, motions and responses to Request for Evidence
- Researched and analyzed current USCIS policies and regulations, and discussed about them with an attorney
- Built rapport with clients by continuously interacting and communicating with them in regard to their cases

## **Pre-Professional Experience**

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### Leadership

- Obtained the position of the Junior class secretary in high school in charge of all the school events, which include making advertisements and posters as well as ordering necessary products for the school fundraiser.
- Was the treasurer for Amnesty International, which works to combat issues dealing with abuse toward human rights.
- Was the secretary for Best Buddies International, which had the purpose of creating long lasting friendships with students with intellectual and developmental disabilities.

### Organization

- Was a part of the Key Club International, which is the largest service program for high school students. The main goal of this organization is to teach leadership to students by volunteering and helping out the community around them.
- Was a part of the California Scholarship Federation, which provides large amounts of scholarship to high school students as well as encouraging students to do community service.



- Part of the Korean Club all four years of high school and learned further more about the values and ideas of the Korean culture.

#### Community Service

- Volunteered at Torrance First Presbyterian Church, Love Ministry to be specific, for 3 years helping students with disabilities worship and participate in weekly bible studies.
- Volunteered at the Skypark Animal Hospital located in Torrance, CA for 4 years. I was in charge of organizing files, helping customers sign in, as well as cleaning up after all the animals.