

THOMAS GRAHAM

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Stanford University '16. Honors in History.

GPA: 3.6. Varsity Track & Field, Cross Country. Abbasi Program for Islamic Studies Grant Winner, 2016.

Coursework included pre-medical track, computer science (Java/C++/SQL), 77 page honors thesis.

Seeking to apply client/project management experience at a fast-growing tech company. Have managed hundreds of high-stakes immigration projects, all on-time and approved, including for Fortune 500 execs. Reliable collaborator; judicious, strategic thinker; succinct, tactful communicator; composed and efficient under pressure.

Professional Experience

Financial Manager (CFO) – VHP Lower Haight, LLC – May 2017 → present

- Oversee budgeting, invoicing, purchasing, P&L for 30-member cooperative house with **>\$450k/yr budget**.
- Develop and document organization's finance policies.
- Assist outside accountant with reconciliations and tax filings.

Client Manager (Business Immigration Law) – Fragomen Worldwide – December 2017 → June 2018

- **Promoted outside of review cycle** to serve as **client manager of Fortune 500 fashion company** with 300+ foreign nationals (FNs), while maintaining case writing responsibilities for our tech client's PhD hires.
- **Lead client's employees through firm's service offerings**, ensuring successful immigration outcomes.
- Clearly communicate US visa/permanent residency **process, risk, cost/benefit, contingency strategy** to client's hiring managers, recruiters, HR, and FN. Meet submission deadlines and manage expectations throughout.
- Use government and client feedback to improve case prep, internal and client-facing processes.
- **Simplify and humanize** the opaque and erratic US visa process for all stakeholders.

Immigration Paralegal (Case Writer/Manager) – Fragomen Worldwide – January 2017 → June 2018

- **Prepared visa applications for PhDs in AI fields (NLP, ML, HPC)**. Interviewed/read papers of applicants, synthesized their research in 5-20 page reports addressing visa criteria. Client was Fortune 500 tech company.
- Completed **200+** individual employer-sponsored visa and Green Card applications, with **100% all-time approval rate** (nationwide denial rate is ~8-30%, depending on case type).
- Wrote successful appeal of colleague's denied H-1B case (under 5% of appeals approved nationally).

Freelance Tech Writer – June 2018 → September 2018

- Wrote **long-form web content for a tech website**, among other projects.
- Article topics included NLP, internet protocols, internet security. Defined and edited accompanying graphics.

Dining Hall Manager – Stanford University – August 2015 → June 2016

- **Hired and managed staff of 8-10 employees**; fired as necessary; assigned daily shifts.
- Promoted to Manager after working on cook, kitchen staff since 2012.

Passions & Skills

Distance Running:

Qualified for **2016 Olympic Trials** in the Marathon

Ran for Team USA at 2013 World Cross Country Championships

North Carolina High School 5K Record Holder (14:11)

Languages:

French (business proficient)

Spanish (intermediate, actively studying)

Arabic (basic; 1 undergrad year)

Software:

Office & G Suite (Excel/Sheets, etc.); PM Tools (Slack, Trello); Quickbooks

Volunteering:

San Francisco Pathways to Citizenship Initiative, a naturalization clinic for Green Card holders.