

JESSICA CLARK

Immigration Paralegal

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📍 Miami, FL

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WORK EXPERIENCE

Immigration Paralegal

Fragomen, Del Rey, Bernsen & Loewy, LLP

📅 2020 - current 📍 Miami, FL

- Drafted and prepared 152+ visa applications using ImmigrationPro, **achieving a 98.2% approval rate.**
- Maintained a dynamic caseload with INSZoom, ensuring no deadlines were missed in 261+ cases.
- Revised discrepancies in 86+ immigration applications through LexisNexis, reducing submission rejections by 23%.
- Leveraged Microsoft Outlook's time-blocking features to allocate dedicated hours for specific case types, leading to a 37% improvement in time management and case handling.

Junior Paralegal

Greenspoon Marder

📅 2017 - 2020 📍 Fort Lauderdale, FL

- Oversaw 63+ monthly affidavits using DocuSign, ensuring timely and accurate execution, and improving the firm's case progression rate by up to 24%.
- Used Worldox's search functionality to swiftly retrieve 121+ essential documents for urgent court hearings, decreasing search times by 32%.
- Maintained secure and private online communications and research using NordVPN, ensuring the confidentiality of 96+ sensitive cases.
- Assisted with the preparation of legal arguments for 47+ cases, **contributing to a 68% favorable judgment rate.**

Paralegal Assistant

Becker

📅 2014 - 2017 📍 Fort Lauderdale, FL

- Integrated Google Translate to assist with 54+ cases involving non-English speaking clients, improving communication efficiency by 48%.
- Co-authored 82+ legal documents with senior paralegals via Microsoft Teams, **improving document accuracy and reducing revisions by 39%.**
- Assisted attorneys in preparing witness testimonies, and summarizing exhibits and depositions for 36+ trials.
- Efficiently logged and categorized 117+ hours of legal research in TimeSolv, allowing for transparent billing and time management.

EDUCATION

Bachelor of Science

Paralegal Studies

[Nova Southeastern University](#)

📅 2010 - 2014

📍 Fort Lauderdale, FL

SKILLS

- INSZoom
- LexisNexis
- Worldox
- ImmigrationPro
- Microsoft Teams
- TimeSolv
- Google Translate
- DocuSign
- NordVPN
- Microsoft Outlook