

Amanda Thompson

Immigration Paralegal

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Washington, D.C.

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WORK EXPERIENCE

Immigration Paralegal

Benach Collopy LLP

Washington, D.C. | 2018 - current

- Led the end-to-end management of 336+ immigration cases using Clio Manage, from intake through to precise processing and timely filing, reducing case delays by 23%.
- Systematically organized 104+ petition packets monthly for thorough review and filing using iManage, leading to a 22% increase in processing speed.
- Addressed immigration queries and complaints by leveraging I-9Compliance.com, **achieving a 93% resolution rate within 48 hours.**
- Scheduled and managed 412+ initial client consultations annually, resulting in a 16% growth in new client acquisitions.

Legal Research Assistant

The Brookings Institution

Washington, D.C. | 2015 - 2018

- Elevated team efficiency by 23% by leading 17+ virtual collaborative sessions on Zoom to discuss and align research findings.
- Analyzed 481+ case files annually using Bloomberg Law, **helping identify critical case-winning insights in 76% of them.**
- Employed CyberGhost to securely research and ensure firm-wide adherence to ethics law for cases, safeguarding the firm's reputation.
- Organized quarterly feedback forums with senior attorneys and clients, collecting invaluable insights that led to a 29% improvement in research methodologies.

Legal Assistant

Venable LLP

Washington, D.C. | 2012 - 2015

- Managed and organized client files for 146+ records with Clio Grow, **achieving a 97.4% accuracy rate and enhancing client intake speed by 28%.**
- Drafted and translated 136+ documents monthly using Wordfast which helped reduce drafting time by 31%.
- Handled an average of 58+ daily email correspondences, ensuring all client inquiries received a response within the 24-hour window.
- Integrated HelloSign for organizing digital signatures, reducing the paperwork processing time by 52%, allowing for more prompt action on legal documents.

SKILLS

- Clio Grow
- Bloomberg Law
- iManage
- I-9Compliance.com
- Zoom
- Clio Manage
- Wordfast
- HelloSign
- CyberGhost
- Calendly

EDUCATION

Bachelor of Arts

Legal Studies

Georgetown University

2008 - 2012

Washington, D.C.

CERTIFICATIONS

- Certified Paralegal (CP)