

(323) 555-9876

sophiagarcia@gmail.com

Los Angeles, CA

## EDUCATION

### Associate of Arts in Paralegal Studies

Los Angeles Community College, CA

Graduated: June 2025

- Relevant Coursework: Immigration Law, Legal Writing, Administrative Law, U.S. Government

### Certifications

- Certified Immigration Paralegal (CIP) — American Immigration Lawyers Association (AILA) — 2025
- Immigration Law Essentials — National Immigration Law Center — 2024

## SKILLS

- Immigration petition preparation
- Family-based and employment-based immigration cases
- Knowledge of U.S. Citizenship and Immigration Services (USCIS) processes
- Bilingual (English/Spanish)
- Legal research and document drafting
- Client communication and case tracking
- Filing and organizing immigration documentation
- Knowledge of Visa, Green Card, and Citizenship procedures

## LANGUAGES

- Spanish: Fluent (spoken and written)
- English: Native proficiency

# SOPHIA GARCIA

## IMMIGRATION LEGAL ASSISTANT

## PROFESSIONAL SUMMARY

Motivated and compassionate legal assistant with a passion for immigration law, seeking to support the legal team at Cohen & Hernandez Immigration Law in helping individuals navigate complex immigration processes.

## EXPERIENCE

- July 2025 - Now

### Immigration Legal Assistant

Cohen & Hernandez Immigration Law / Los Angeles, CA

- Prepare and submit petitions for family and employment-based immigration cases.
- Provide clients with updates on their case status and collect required documentation.
- Draft legal documents for visa applications, work permits, and green card petitions.
- Work closely with attorneys to prepare for hearings and interviews with USCIS.
- Manage client files and ensure compliance with deadlines for documentation submissions.

- January 2024 - May 2024

### Immigration Paralegal Intern

López & Martinez Law Firm / Los Angeles, CA

- Assisted attorneys with preparing and filing immigration applications, including family and employment-based petitions.
- Drafted and reviewed forms such as I-130, I-485, and I-765 for accuracy.
- Communicated with clients regarding application status and document requirements.
- Conducted legal research on visa and naturalization laws.
- Organized client files and ensured timely filing of petitions with USCIS.