**Elida Rinehart  
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**OBJECTIVE**  
  
To obtain a position as Immigration Paralegal in a large law firm to contribute in delivering quality legal services to its clients by utilizing skills and expertise.

**SUMMARY OF QUALIFICATIONS**

Proven experience working in a fast-pace, client-service environment

Motivated and self-starter

Working knowledge of Excel, Word and PowerPoint and Lawlogix

Above average communications skills both in written and verbal with excellent editing skills

Solid immigration experience

**Responsibilities**

Prepared a wide range of immigration documents, including L-1 visa petitions, H1-B, TN, and Labor certifications.

Assisted in the preparation, documentation and filing of nonimmigrant and immigrant visa applications.

Drafted correspondence to agencies and clients, using technology for document assembly.

Worked closely with clients to gather and organize supporting data.

Prepared forms and wrote supporting argumentation.

**Associate Immigration Paralegal, May 2004**- December 2006

Robert Half Legal, Southfield, MI

**Responsibilities**

Supported and tolerated the Senior Immigration Specialist in preparing immigration cases.

Developed a case by connecting with clients to understand needs, analyzed and gathered information, and helped prepare the case.

Provided and rendered a high-level of service when responding to questions regarding status updates, next steps, travel and strategy.

Prepared forms in support of various nonimmigrant and immigrant petitions.

Functioned and worked on special assignments that may require conducting research, preparing reports, and filing.

**EDUCATION**

Master's Degree in Mass Communication, 2004

Yale University

Bachelor's Degree in Mass Communication, 2002

Yale University