

# Theta Weiderman

## Immigration Paralegal

A dedicated Immigration Paralegal with one year of experience in providing comprehensive support in various immigration cases. Proficient in preparing legal documents, conducting research, and assisting attorneys in case management. Demonstrates strong attention to detail, excellent communication skills, and a commitment to client satisfaction. Continuously seeks opportunities for professional growth and development in the dynamic field of immigration law.

[theta.weiderman@gmail.com](mailto:theta.weiderman@gmail.com)

(992) 967-2259

1234 Big Sky Lane, Missoula, MT 59802

### Education

**Associate of Applied Science in Paralegal Studies with a focus on Immigration Law at Flathead Valley Community College, Kalispell, MT**

Aug 2018 - May 2022

Relevant Coursework: Introduction to Paralegal Studies, Legal Research and Writing, Civil Litigation, Immigration Law, Family Law, Interviewing and Investigating, Ethics for Paralegals, and Administrative Law.

### Links

[linkedin.com/in/thetaweiderman](https://www.linkedin.com/in/thetaweiderman)

### Skills

Multilingualism

Document drafting

Legal research

Case management

Client communication

Visa processing

Interview preparation

### Employment History

**Immigration Paralegal at Montana Legal Services Association, MT**

May 2023 - Present

- Successfully processed over 150 immigration cases in a year, resulting in a 95% approval rate and helping clients obtain legal status, work permits, and reunification with their families.
- Conducted 50+ Know Your Rights presentations, reaching over 1,000 individuals in the immigrant community, increasing awareness of available legal resources and improving access to justice for vulnerable populations.
- Spearheaded the expansion of the organization's immigration services by securing \$200,000 in grant funding, allowing for the hiring of additional staff and enabling the program to serve twice as many clients in need.

**Junior Immigration Paralegal at Border Crossing Law Firm, MT**

Aug 2022 - Apr 2023

- Successfully managed a caseload of over 150 immigration cases, resulting in a 95% approval rate for clients seeking various types of visas and permanent residency.
- Streamlined the firm's case management system, reducing average case processing time by 30% and increasing overall efficiency for both paralegals and attorneys.
- Conducted comprehensive research on complex immigration matters, leading to the successful resolution of 10 high-profile cases that contributed to the firm's reputation as a top immigration law firm in Montana.

### Certificates

**Certified Immigration Paralegal (CIP)**

Apr 2022

**American Alliance Certified Paralegal (AACP) with a focus on immigration law**

Jan 2021

### Memberships