

Amina Khan

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SUMMARY

Dedicated and detail-oriented recent law graduate with a passion for immigration law. Proven ability to assist clients in navigating complex legal processes, with strong research and communication skills, seeking to leverage my knowledge and experiences as an Entry Level Immigration Lawyer.

EXPERIENCE

Legal Intern

Jan 2022 - Present

Law Office of Maria Santos, Los Angeles, CA

- Assisted in preparing and filing over 150 immigration petitions, resulting in a 95% approval rate for clients.
- Conducted comprehensive legal research on immigration policies, contributing to a training manual that decreased onboarding time for new interns by 40%.
- Performed client interviews and drafted detailed case notes, improving documentation accuracy by 30%.

Research Assistant

Sep 2020 - Dec 2021

University of California, Los Angeles School of Law, Los Angeles, CA

- Collaborated with professors on immigration law research projects, which were presented at two national conferences.
- Analyzed case law and statutes, resulting in a published article on immigration reform in the university law journal.
- Developed a database of legal resources that increased research efficiency for the law department by 25%.

Volunteer Legal Advocate

Jan 2020 - Apr 2021

Immigrant Rights Coalition, Los Angeles, CA

- Provided legal support and guidance to over 100 immigrant clients, helping them understand their rights and options.
- Organized community workshops that educated 200+ individuals on immigration benefits, leading to a 20% increase in applications.
- Assisted in preparing legal documents and petitions, enhancing the coalition's success rate in client submissions.

EDUCATION

Juris Doctor

May 2022

University of California, Los Angeles School of Law, Los Angeles, CA • GPA: 3.8

Bachelor of Arts in Political Science

May 2018

University of Southern California, Los Angeles, CA • GPA: 3.7

SKILLS

Technical Skills: Legal Research, Case Analysis, Client Negotiation, Document Drafting

Tools & Frameworks: LexisNexis, Westlaw, Case Management Software