

Amina Khan

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SUMMARY

Dedicated Immigration Attorney with over 5 years of experience in handling complex immigration cases. Proven track record in successfully advocating for clients and achieving favorable outcomes in over 90% of cases.

EXPERIENCE

Senior Immigration Attorney

Jan 2022 - Present

Global Immigration Solutions, Los Angeles, CA

- Successfully represented over 150 clients in family and employment-based immigration cases, achieving a 95% approval rate.
- Developed a streamlined process reducing case preparation time by 30% through enhanced documentation management.
- Conducted legal workshops for immigrant communities, educating over 300 individuals on their rights and immigration processes.

Immigration Associate Attorney

Jun 2018 - Dec 2021

Diverse Law Group, Los Angeles, CA

- Assisted in over 200 asylum applications, resulting in a 90% success rate in hearings.
- Implemented a client feedback system that improved client satisfaction scores by 25% within the first year.
- Collaborated with local NGOs to provide pro bono services, aiding over 50 low-income families with immigration issues.

Legal Intern

May 2017 - May 2018

Justice for All, Los Angeles, CA

- Researched and drafted legal briefs in support of immigration appeals, contributing to a 70% success rate.
- Assisted in organizing community outreach events, increasing legal service awareness in immigrant communities by 40%.

EDUCATION

Juris Doctor

May 2017

University of Southern California, Los Angeles, CA • GPA: 3.8

Bachelor of Arts in International Relations

May 2014

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

SKILLS

Technical Skills: Immigration Law, Legal Research, Case Management, Client Advocacy

Tools & Frameworks: LexisNexis, Westlaw, Clio, Microsoft Office Suite