

Address: 3780 Salem Road, Pine Mountain, Georgia.

**OBJECTIVE**

Master's student in Spanish Linguistics seeking positions in which I can utilize my extensive background in education, community involvement, and language skills to create a dynamic, engaging, and inclusive learning environment for students.

**EDUCATION**

**Emory University**, Atlanta, Georgia, May 2019

Majors: B.A. in Spanish & B.A. in Political Science

Honors: Oxford College Academic Merit List Fall 2016, Spring 2017, Fall 2017

Study Abroad: European Politics Program (Madrid, Edinburgh, Berlin) Summer 2017, Argentina Studies Program (Buenos Aires) Summer 2018

**The University of Georgia**, Athens, Georgia, Fall 2023 - Spring 2025

Master's in Spanish Linguistics, Department of Romance Languages

Degree in Progress.

**TEACHING EXPERIENCE**

**Ben Franklin Academy**, Teaching Assistant, Atlanta, Georgia September 2019 - May 2020

* Taught Theater and History to diverse students, employing innovative teaching methods and engaging learning activities
* Collaborated with fellow educators to develop lesson plans, assess student progress, and address individual learning needs

**LaGrange Academy**, Substitute Teacher, LaGrange, Georgia October 2020 - May 2021

* Effectively substituted K-12 classes across various subjects, adapting teaching style to accommodate different age groups and learning abilities
* Maintained a positive learning environment and provided instructional continuity in the absence of regular teachers

**Project Shine**, ESL Volunteer Instructor, Atlanta, Georgia January 2019 – May 2019

* Delivered high-quality English language instruction to diverse adult learners, primarily refugees with limited exposure to formal English education
* Prepared students for Civics portion of the US citizenship test, fostering an engaging and supportive learning environment
* Collaborated with a team to design and implement a 5-tiered structured English program, including Civics classes, tests, and one-on-one Q&A sessions

**Peace Corps**, Education Volunteer, Santa Rita, Panama February 2020 – March 2020

* Developed advanced Spanish fluency and built international educational competencies, fostering meaningful relationships with community partners

**WORK EXPERIENCE**

**Waypoint Immigration**, Paralegal, Boston, Massachusetts March 2023 - Present

* Provide crucial support in handling various immigration cases, including family-based petitions, employment-based petitions, and asylum applications
* Conduct comprehensive legal research and draft persuasive supporting documents to ensure successful case outcomes
* Communicate effectively with diverse clientele to gather necessary information, ensuring client satisfaction and timely case progression

**MT Law LLC**, Immigration Paralegal, Lexington, Massachusetts June 2021 – August 2022

* Specialized in Extraordinary Ability and National Interest Waiver petitions, achieving a remarkable 95% approval rate and assisting over 50 families in securing immigration approvals
* Conducted in-depth legal and industry research, drafted persuasive petition letters, and coordinated with English-speaking clients to meet case objectives

**Lewis Taylor and Todd**, Paralegal, LaGrange, Georgia August 2016 – October 2020

* Assisted in legal intake, organization, and petition delivery for a city law firm handling diverse legal tasks, demonstrating adaptability and attention to detail
* Innovated by transitioning the firm to a digital library, streamlining file organization and increasing overall efficiency

**LEADERSHIP AND COMMUNITY INVOLVEMENT**

**Community Action for Improvement**, Volunteer, LaGrange, Georgia October 2019 – February 2020

* Established a community outreach program and collaborated with the city to reactivate the county's head-start program, showcasing effective project management
* Streamlined the intake process for the Low-Income Home Energy Assistance Program and redesigned their website, demonstrating problem-solving abilities
* Worked with community members and CAFI to identify and outline "hard to reach" communities for the 2020 census

**Democratic Party of Georgia**, Voter Outreach, Atlanta, Georgia May 2019 – October 2019

* Canvassed neighborhoods, mobilized voters, and engaged in political discussions to secure voter engagement for state elections, demonstrating strong interpersonal skills

**ADDITIONAL EXPERIENCE**

**Jenny Jack Sun Farm**, Organic Farming, Atlanta

**Emory Community Coffee House**, Co-founder, Oxford