

**Xavier M. Hernandez**  
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## Profile

Motivated, detail-oriented paralegal graduate with extensive education in legal analysis, research and technology. Bilingual with strong communication skills and a passion to serve people in need of legal assistance with little resources. Highly organized, honest and reliable team player.

## Key Skills

- Interpersonal skills
- Verbal and written communication skills
- Microsoft Office
- Fluent in Spanish

## Education

### **Associate of Arts with Emphasis in Paralegal, Johnson County Community College, Overland Park, KS**

*September 2018 – August 2020*

Coursework completed:

- Legal Research
- Legal Analysis and Writing
- Civil Litigation
- Legal Technology
- Legal Ethics, Interviewing and Investigation

## Professional Experience

### **Catholic Charities of Northeast Kansas, Kansas City, KS**

*August 2020 – Present*

- Greeting and interviewing clients for pro bono counseling on immigration matters
- Assisting clients with completing and submitting Adjustment of Status applications
- Managing client files on Applications for Temporary Protected Status, U Visas and Consideration for Childhood Arrivals
- Providing referrals to other community resources as appropriate
- Applied interviewing and investigation skills to uncover a human trafficking ring in Kansas City, leading to the arrest of 60 individuals

### **Summer Law Student Volunteer, USAO District of Kansas, Wichita, KS**

*June 2019 – August 2019*

- Researched legal issues
- Provided trial support to Assistant US Attorneys
- Drafted motions, responses and pleading
- Assembled exhibits for trial

## Certifications

- Training to become a Board of Immigration Accredited Representative, 2020