

Kevin Becerra-Cardoza

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PROFESSIONAL SKILLS

- Legal Assistance (3+ years)
- Legal Interpretation (3+ years)
- Data Entry (3+ years)
- Decision Making
- Microsoft Suite (5+ years)
- Organizational Leadership (4 years)
- Conflict Resolution
- Document Drafting
- Public Speaking (5+ years)
- Spanish (Native proficiency)
- Typing (60 WPM)
- Legal Terminology

PROFESSIONAL WORK EXPERIENCE

International Rescue Committee, Atlanta, GA

Legal Assistant, Children's Legal Services, January 2024 – Present

Job Type: Contract

Skills: Legal Screenings, Know Your Rights Presentations, Unaccompanied Children, Legal Interpretation, Legal Assistance, Teamwork, Document Translation, Adobe.

In charge of giving Know Your Rights presentations to unaccompanied children in custody of the Office of Refugee Resettlement (ORR). Support Staff Attorneys and the Supervising Attorney to conduct intakes that identify options for asylum, special immigrant juvenile status, or other forms of humanitarian relief; and assist with preparing and filing immigration applications and petitions. Coordinate with other IRC program staff to provide wrap-around services, where appropriate, and prepare referral packages for children who move out of local jurisdiction. Provide interpretation for clients, including at USCIS interviews as needed. Communicate with clients to provide case status updates, request documents and other information, schedule appointments, and manage other communication as needed. Prepare declarations, legal correspondence, and other documents for the Staff Attorney, Supervising Attorney, and other Children's legal staff; translate documents from Spanish to English; and track deadlines for the Children's Legal Services team and prepare monthly reports.

Cain Injury Law, Lawrenceville, GA

Pre-Litigation Specialist, Seasonal, May 2023 – July 2023

Legal Assistant, Internship, December 2021 – April 2022

Job Type: Full-time, Part-time/Internship

Skills: Legal Drafting, Demands, Client intake, Medical Records Requests, Open Records Requests, Adobe, Personal Injury Law, CloudLex (CRM Software), Filevine (CRM software), Handling Sensitive Information.

Maintained a steady caseload of about 15 – 20 cases. Communicated with clients, and medical providers, to obtain information regarding treatment and other personal health information. Led client intakes and managed case files with regards to medical records, billing, demand packets, and correspondences. Under direct supervision by attorney and paralegal, drafted several legal documents including complaints/discovery/summons; demand letters and packets; letters of non-engagement, and representation; HIPAA forms; and E-filing forms. Performed collection of evidence inclusive of photos, messages, police reports, medical reports, etc.

Partnership Against Domestic Violence, Lawrenceville, GA

Legal Advocate, December 2022 – March 2023

Job Type: Part-time

Skills: Court Proceedings, Data Entry, Family Violence Law, Temporary Protective Orders (TPOs), Legal Advocacy, Spanish Translation, Handling Sensitive Information.

Performed assessments of clients' legal needs and provided legal advocacy both within and outside the court system. Primary responsibilities involved assisting clients in filing out proper forms, developing safety plans, and providing necessary resources, with particular emphasis on Spanish-speaking clients. Created and maintained relationships with court personnel, sheriff's department staff, and county judges. Majority of duties involved inputting sensitive client information into SharePoint and Caseworthy.

Fayette County State Court, Fayetteville, GA

Intern for Judge Jason B. Thompson, May 2022 – July 2022

Job Type: Internship

Skills: Court Proceedings, Press Releases, Warrants, Scheduling, Administrative Assistance, Training, Research.

Gained plethora of knowledge about court proceedings, both front-end and back-end, as a summer intern for the honorable Jason B. Thompson. Through daily interactions with judges, court staff, attorneys, and case parties, attained a greater understanding of prosecutor roles, defense attorney roles, judge roles, and court staff roles. Duties included, but not limited to, weekly learning assignments, sitting-in during trials and court proceedings, and performing miscellaneous work as assigned by direct supervisor, or Judge Thompson. Special projects included drafting of press release for local newspaper, and aiding accountability court programs with editing of program materials.

EDUCATION

Bachelor of Art in Political Science | Legal Studies concentration

Georgia Gwinnett College, May 2023

Master of Legal Studies Graduate Candidate | Business Law, Contract Management, Intellectual Property concentrations

Arizona State University College of Law, June 2024 - Present

CERTIFICATIONS/ACHIEVEMENTS

❖ **Spanish for Lawyers - Advanced**

American University College of Law, 2024

❖ **Paralegal Certification**

Georgia Gwinnett College, 2022

❖ **Senator of The Week x2**

Student Government Association, Georgia Gwinnett College

❖ **Goizueta Aspirational Recruitment Scholarship Recipient**

Georgia Gwinnett College

❖ **Goizueta Success Retention Scholarship Recipient**

Georgia Gwinnett College

❖ **Georgia Gwinnett College Volleyball Club President**

Georgia Gwinnett College

❖ **Spanish for Lawyers**

American University College of Law, 2024

❖ **President's List Honoree x2**

Georgia Gwinnett College

❖ **Dean's List Honoree x3**

Georgia Gwinnett College

❖ **HOPE Scholarship Recipient**

Georgia Gwinnett College

❖ **The Four Pillar Society Member**

Georgia Gwinnett College

❖ **Student Dance Association President**

Georgia Gwinnett College