

LORI DOWNEY [REDACTED] [REDACTED]

EXPERIENCE

Law Office of Humberto R. Gray, Los Angeles, CA

Paralegal 01/08—05/12

- Draft, edit and submit caseload of 60+ immigrant and nonimmigrant cases, including O-1 and P visas for artists and entertainers of extraordinary ability.
- Process all National Visa Center cases from submission through final interview and issuance of visa.
- Draft reference letters, gather required documentation in support of immigrant and nonimmigrant applications. Respond to requests for evidence. Maintain communication with beneficiaries and petitioners to ensure the timely completion of application. Assist clients with the gathering of required documents in order to expedite the submission process and generate approvals.
- Draft all new retainer agreements and set up new computer case files.

Jones Jones, LLP, New York, NY

Office Manager 10/01—06/03

10/03—06/07

- Primary liaison for partners, associates, and administrative staff. Personal assistant to Senior Partner.
- Supervise a staff of 50+ employees for a leading insurance defense firm.
- Oversee client relations, troubleshooting and resolving customer concerns. Maintain personnel files, oversee benefits administration, upgrade and manage human resources software.
- Recruit, screen, interview, train, schedule, supervise, evaluate performance, as well as make recommendations for hiring, promoting and transferring.
- Compare competitive terms and rates and purchase office supplies and equipment; manage maintenance contracts.

Golub Household , Santa Fe, NM

Property Manager 06/03—10/03

- Manage country home of American Express CEO.
- Oversee household management, interior housekeeping, exterior groundskeeping.
- Delegate and supervise functional responsibilities to staff.
- Arrange payment for services of staff and outside vendors and tradespeople.

Linden Properties , Seattle, WA

Property Manager 8/96-9/00

- Manage 34-unit residential apartment building in downtown Seattle.
- Screen tenants, show and lease units, collect rents.
- Oversee interior/exterior maintenance and repairs.

Computer Skills--MS Word, Excel, PowerPoint, Outlook; Filemaker Pro, Law Logix, Office Logic, ADP and Paylink payroll systems.

Computer Training

Compumatics Computer Training

- Word, Excel, Powerpoint

Los Angeles, CA

09/07— 12/07

ADP Training and Performance Systems

New York, NY

10/03—11/03

Education

St. Joseph High School

Diploma

Brooklyn, NY

1976—1979

References submitted upon request.