

Silvia M. Vasconsellos-Riva

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PROFESSIONAL EXPERIENCE

Reger, Rizzo & Darnall, LLP, Philadelphia, PA

Paralegal, February 2019 – March 2020

- Managed and assisted with complex and deadline-intensive cases for corporate and individual clients handling both nonimmigrant and immigrant visa cases;
- Collaborated and teamed-up with attorney to discuss any challenges with client cases and communicate with clients as necessary;
- Prepared, drafted, followed up, finalized, and submitted nonimmigrant and immigrant visa applications, including but not limited to B-1/B-2, F-1, H1-B, TN, EAD, L-1A, PERM, E-3, Schedule A, Defensive and Affirmative Asylum, Replacement of Permanent Resident Card, Extension/Change of Nonimmigrant Status, (I-212, I-601, and I-601A) Waivers, Family Petitions, Employment Based Petitions, Adjustment of Status, VAWA, SIJS, Consular Processing, Removal of Conditions, and Naturalization applications.
- Provided certified translations of documents for multiple attorneys in multiple departments and areas of law.
- Interpreted for attorneys, clients, and judges, in and out of court.

Language Services Associates, Horsham, PA

Interpreter (Independent Contractor), August 2018 – Present

- Render Spanish-English Face-to-Face interpretations, both simultaneously and consecutively, in legal and medical settings such as but not limited to courts and hospitals.

Law Offices of David E. Piver, Wayne, Pennsylvania

Paralegal, October 2017 – July 2018

- Prepared immigration cases for submission to USCIS and the Department of State. Coordinated all aspects of a client's case, including client communication, relevant research, drafting personal statements, case management, and advocacy with law enforcement and other agencies.
- Assisted clients in gathering supporting evidence and filling out a wide range of non-immigrant and immigrant visa application forms, including Fiancé(e) Visas, Family Petitions, Consular Processing, Adjustments of Status, Removal of Conditions on Residence, Inadmissibility Waivers, Asylum, U Visa, VAWA, Temporary Protected Status, Naturalization, Deferred Action, TN Visa, O Visa, Employment Authorization and Travel Documents, Provisional Unlawful Presence Waivers and other Inadmissibility Waivers.
- Prepared Motions and Exhibits for attorneys' review to send to Immigration Courts.
- Prepared Writs of Mandamus for attorney's review to file with Federal Court.
- Worked effectively with attorneys to meet deadlines by multitasking and by utilizing decision-making and problem-solving skills.
- Worked closely with clients and government agencies to further cases, gathering and organizing supporting data and writing supporting arguments.

- Translated legal documents and provided interpretation services.

Esperanza Immigration Legal Services, Philadelphia, Pennsylvania

Legal Services Coordinator, January 2016 - April 2017

Board of Immigration Appeals (BLA) Accredited Representative, April 2016 - April 2017

Legal Intern (Volunteer), June 2013 - March 2014

- Prepared immigration cases for submission to USCIS, Department of State, and the Board of Immigration Appeals, including: DACA applications, VAWA petitions, U-Visas, Family Petitions, and Naturalization applications.
- Accompanied clients to Naturalization and Adjustment of Status interviews before the USCIS Philadelphia District Office. Provided interpretation services in such settings, when pertinent.
- Coordinated all aspects of a client's case, including client communication, relevant research, drafting personal statements, preparing immigration forms, writing briefs, case management, and advocacy with law enforcement and other agencies.
- Coordinated the provision of outreach and educational workshops for the immigrant community and the public about immigration and immigration law. Assisted in the supervision of volunteers and student interns and in related duties.
- Provided critical information and resources to over 400 individuals via 21 bilingual “Know Your Rights” workshops. Participated in Naturalization and DACA Legal Clinics, providing direct legal services to 176 attendees, further stabilizing their immigration status in this country.
- Collaborated with the Executive Director to prepare timely, accurate reports for grant funding requirements.
- Cooperated with Pennsylvania Immigration & Citizenship Coalition (PICC) in recording the Naturalization Module section for the “Community Navigator Training” video tutorial series.
- Provided Continued Legal Education Training (CLE) for 75 attorneys at “Naturalization 101” CLE with the Philadelphia Bar Association at Ballard Spahr, LLP.
- Attended intensive in-person immigration law trainings at HIAS Pennsylvania and the Nationalities Service Center during the summer of 2013.

Sachs Law Group, LL.C., Philadelphia, Pennsylvania

Paralegal, January 2014 - June 2015

- Assisted in gathering supporting evidence and filling out a wide range of non-immigrant and immigrant visa application forms including Fiancé(e) Visas, Family Petitions, Adjustments of Status, Inadmissibility Waivers, Asylum, U Visa, VAWA, DACA, Naturalization, Employment Authorization and Travel Documents, Provisional Unlawful Presence Waivers and other Inadmissibility Waivers.
- Supported the Senior Criminal and Immigration Specialist Attorney in preparing immigration cases in the intersection of criminal and immigration law.
- Prepared Prosecutorial Discretion requests, Cancellation of Removal submissions, and Expungement requests.

- Worked closely with clients to further cases; gathering and organizing supporting data and writing supporting arguments. Maintained correspondence with agencies and clients throughout the process.
- Translated legal documents and provided interpretation services.
- Developed a comprehensive bilingual system of data management and administrative protocols for the office.

Mexican Consulate of Philadelphia, Philadelphia, PA

Legal Assistant (Pro Bono), September 2004 - May 2006

- Collaborated with the legal assistance of Mexican citizens in criminal and civil matters.
- Provided interpretation and translation services for clients and attorneys.

VOLUNTEER WORK

- Volunteer Interpreter, Law Works Project at Philadelphia VIP, Philadelphia, PA (September 2013 - March 2014).
- Volunteer Legal Intern, Esperanza Immigration Legal Services, Philadelphia, PA (June 2013 - March 2014).
- Member, International Law Society, Philadelphia, PA (September 2012 - May 2013).
- Member, Latin American Law School Association, Philadelphia, PA (September 2012 - May 2013).
- Member, International Law Society and the Latin American Law School Association, Philadelphia, PA (September 2012 - May 2013).
- Volunteer Legal Assistant, Mexican Consulate of Philadelphia, Philadelphia, PA (September 2004 - May 2006).
- Volunteer Legal Intern, Secretary of the Penal Court # 4, Palace of Justice, Asunción, Paraguay (January 1993 - June 1993).

EDUCATION

Temple University Beasley School of Law, Philadelphia, PA

L.L.M. for Foreign-Trained Lawyers, August 2012 - May 2013

University of Salamanca School of Law, Salamanca, Spain

Master Degree in Law Practice, September 2008 - May 2009

National University of Assumption School of Law, Asuncion, Paraguay

Law Degree in Social Sciences, February 1996 - August 2002

Catholic University of Our Lady of Assumption School of Law, Asuncion, Paraguay

Law Degree in Diplomatic Sciences, February 1992 - February 1996

PROFESSIONAL LICENSE

Received in Paraguay in 2002 (Active).

Currently undergoing Pennsylvania Court Interpreter Certification Program (to be completed in June, 2020). Candidate to receive *Master Interpreter Certification* due to high scores.

BAR ADMISSION

Admitted to the Paraguayan Bar in October of 2002.

LANGUAGES

Fluent in Spanish and English.

Beginner to intermediate skill in Portuguese, French, and Guaraní (native language of Paraguay).

COMPUTER SKILLS

LawLogix	Microsoft Outlook	Microsoft Word
Needles	Microsoft Excel	Microsoft OneNote
Cerenade	Microsoft PowerPoint	Adobe Acrobat

IN-PERSON IMMIGRATION LAW TRAINING AND WEBINARS

A comprehensive list of additional education and training is available upon request.