

# DAN KLEINMAN

Chicago, IL 60640 | w: [www.dankleinman.org](http://www.dankleinman.org) | e: [dan.kleinman@me.com](mailto:dan.kleinman@me.com) | c: 872-806-1145

## ABOUT

Personable professional with an ABA approved Paralegal Certificate earned at Loyola University Chicago; specializing in legal research (Westlaw, LexisNexis) and writing (Blue Book adherence) with rigorous experience in contract review and auditing, legal document preparation, and drafting for corporate and state filings:

- Experience in Immigration Law, USCIS filings
- Confidential client-facing case management
- Microsoft Office fluency
- Efficient and effective time management
- Contracts and correspondence drafting
- Redline editing
- Critical thinker and quick learner
- Detailed and meticulous

## EXPERIENCE

### **TruQua Enterprises, LLC | Chicago, IL | February 2017 - September 2017**

Paralegal

- Managing company's entire H-1B Cap, Master Cap, Extension, and TN visa petition processes through completion and submission of Forms I-129, H-Supplements, ETA-9035 DOL Labor Condition Agreements and USCIS documentation such as Form I-797, I-94, Foreign Education Credential Equivalency Reports, H-4 evidence, and assisting with case management such as Form AR-11 updates
- Drafting, reviewing, and editing letters of support, cover letters, and contracts for employees and beneficiaries
- Auditing company's entire roster of employee and client contracts as well as financial data such as accounts receivable and contract values, creating master spreadsheets in Microsoft Excel, writing and submitting reports, and compiling Power Point presentations

### **Fragomen, Del Rey via Contract | Chicago, IL | January 2016 - April 2016**

Legal Project Assistant

- Compiled hundreds of I-129 and H-1B Cap petitions, including form G-28
- Worked as a valuable contributor with excellent attention to detail, assigned to train teammates
- Placed on the review team responsible for all final error-checks prior to shipping to USCIS

### **Nonprofit Advocacy Groups | Chicago, IL | January 2008 - January 2016**

Consultant and Director

- Led teams of more than 50 staff, interns, and volunteers through analytical project management
- Provided key support for the passage of SB56, a foreclosure protection bill enacted as Illinois Public Act 98-0514; instrumental in the amendment of Section 2-25-050 of the Municipal Code of Chicago, providing further tenant protections from foreclosure

## EDUCATION

### **Loyola University Chicago | Institute for Paralegal Studies | June 2016 - July 2017**

Corporate Practice Certification | American Bar Association-Approved Post-Baccalaureate Program

### **Loyola University Chicago | College of Arts and Sciences | August 2005 - December 2011**

Bachelor of Arts, English | President of the Student Body 2008-2009 | Student Award of Excellence 2009

## VOLUNTEERISM

Social Media Coordinator for St. Paul Community Development Ministries, a non-profit organization that provides opportunities for job training programs on Chicago's Southside. Taught English in Bangkok, Thailand. Author of *The New Neighborhood Block Club Manual*. More at [www.dankleinman.org/volunteerism](http://www.dankleinman.org/volunteerism)