

# ALMA JEAN

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Analytical, experienced, and detail-oriented attorney with over eight years' experience and broad and deep working knowledge of US Citizenship and Immigration Services and Immigration Court (EOIR) systems, including direct experience with immigrant and refugee populations and more than three years providing leadership within Lutheran Community Services NW and to the greater immigration services community within Oregon.

## EXPERIENCE

### FALL 2012 - PRESENT

#### **IMMIGRATION ATTORNEY, LUTHERAN COMMUNITY SERVICES NW**

- Successfully defend asylum, cancellation of removal, NACARA representation with USCIS and Immigration Court. Managed over 450 separate cases in eight years.
- Assist with development and fundraising, including: virtual fundraising due to Covid-19 (\$30,000 raised); helped plan fundraising campaign targeting Portland restaurant association; and ICS for Know Your Rights Presentations (\$25,000 raised).
- Assisted LCSNW Resource Development Manager to prepare and secure from Oregon Law Foundation grant (\$25,000) and Oregon AILA Foundation Grant (up to \$5000), including narrative content and budget preparation.
- Played key role in establishing Salem ICAP office, including providing training, mentoring, case review, etc. and continue to coordinate and provide ongoing immigration attorney services for Portland, Vancouver, McMinnville, Beaverton and Salem ICAP offices.
- Provide legal training and mentorship for LCSNW immigration services and refugee resettlement offices, in Portland, Vancouver, McMinnville and Salem, including LCSNW staff attorney, accredited representatives, immigration counselors, and interns.
- Help develop policies, procedures, protocols, best practices and training within LCSNW, including: BlueDot Immigration Software; facilitate appropriate integration of services for asylees in coordination with Portland MCS.
- Develop and coordinate legal strategies between Refugee Resettlement Program and ICAP programs in Vancouver and Portland.
- Established strategic partnerships with Catholic Charities Immigration Legal Services, Immigration Counseling Services (ICS), SOAR Immigration Legal Services, IRCO Immigration Legal Services, Metropolitan Public Defender Immigrant Defense Oregon, Pueblo Unidos, Innovation Law Lab, and American Immigration Lawyers Association Oregon Chapter.
- Developed relationships with elected officials, private law firms, Executive Office for Immigration Review, Office of the Principal Legal Advisor (ICE), USCIS, and community based organizations.
- Regularly present at conferences and seminars, including: annual LCSNW Pastor Breakfast; Annual Service Provider Forums for Non Profit Working Group with AILA; Welcome Oregon national seminar.

- Serve as Direct Service Attorney representing LCSNW for Equity Corps requiring meeting regularly with Oregon immigration non-profit organization executive directors on behalf of LCSNW for Equity Corps of Oregon.
- Represent LCSNW at annual AILA Galas, including formal video thank you and servings as AILA Gala Chair for 2021 with four other regional executive directors.
- Recruited by the National Qualified Representative Program to serve as a Qualified Representative (2016-Present).
- Help establish annual budget priorities and distribution for Equity Corps of Oregon.
- Work with LCSNW Associate District Director to develop budgets for funding received from Equity Corps of Oregon.
- Provide support and letters of recommendation for DOJ staff accreditation.
- Represent LCSNW at annual Oregon Refugee Adjustment Day and OneAmerica Citizenship Day.

**FALL 2011 – SPRING 2012**

**LEGAL INTERN, INTERNATIONAL HUMAN RIGHTS CLINIC**

- Petitioned for asylum and filed Federal Civil Lawsuits
- Interview clients and witnesses; drafted declarations and briefs
- Interviewed former Guantanamo detainee; drafted and filed complaint

**EDUCATION**

**MAY, 2012**

**JURIS DOCTORATE, WILLAMETTE UNIVERSITY COLLEGE OF LAW**

- GPA: 3.10, Top 50%; Top 25% Fall 2009; Top 33% Spring 2011 & 2012
- Student Mentor, *Multicultural Law Students' Association*
- Secretary, *J. Reuben Clark Law Society*
- Human Rights Client Advocacy Award, *Int'l Human Right Clinic*

**MAY, 2008**

**BACHELORS OF ARTS, BRIGHAM YOUNG UNIVERSITY**

- English Major; GPA: 3.62

**SKILLS**

- Excellent customer service skills;
- Ability to communicate effectively on the phone, in writing, and in person
- Engaging and effective public speaker with both large and small groups of people
- Superb reasoning skills and ability to organize complex tasks, prioritize responsibilities and multitask
- Excellent mathematical and analytical skills
- Professional technology skills including Microsoft Suite, Adobe Acrobat, and database software

**ACTIVITIES**

American Immigration Lawyers' Association (AILA) Member  
Lay minister in both local and regional church organization