

**Yannerys Suarez**  
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## **EDUCATION**

New York City College of Technology, CUNY

Bachelor of Science Degree expected December 2020, Legal Studies (ABA approved)

Relevant courses include Immigration Law, Civil Law and Procedure, Legal Research, Legal Document Preparation, Family Law, Tax Law, Estates Trusts and Wills, Torts and Insurance.

## **WORK EXPERIENCE**

**Ladyzhensky Law Firm, P.C., Brooklyn, New York**

January 2020 - March 2020

*Paralegal Intern*

- Conduct legal research using Westlaw and Google Scholar.
- Draft and revise opening Statements and letters.
- Use CloudLex to create and update clients' information.
- File digital documents using Google Docs.
- File physical documents.

**DNIS LLP, Brooklyn, New York**

September 2019 - December 2019

*Paralegal Intern*

- File various types of legal documents in New York State courts (Kings, Bronx, Manhattan and Queens).
- Translate and interpret English and Spanish for clients and attorneys.
- Participate in interviews for immigration clients.
- Draft immigration evidence cover letters.
- Use the Acris system to prepare Liens of Common Charges and Termination of Liens of Common Charges for real estate lawyers.

**Payless ShoeSource, Inc.**

August 2018 - July 2020

*Sales Associate*

- Train new associates; manage merchandise inventory.

**Cosi, Inc, New York, New York**

August 2016 - February 2018

*Cashier/Barista*

- Point person for tourists and customers' questions/concerns; significant telephone contact.

**LANGUAGE SKILLS:** Fluent in Spanish