



Gerardo Ramirez

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Summary

Results-driven Legal Professional with over 20 years of experience specializing in U.S. immigration paralegal services and complex legal research. Proven expertise in employment-based immigration, including lead evaluation/triage for EB-1A, O-1, and NIW categories. Expert at managing high-volume intake processes while ensuring a consistent, high-quality client experience in high-stakes legal environments.

Work Experience

Form Preparer / Owner

August 2023 – Present

IURIS IMMIGRATION AND LEGAL WRITING SERVICES, ORLANDO, FL

- Evaluate and classify technical documentation for employment-based immigration visas, including EB-1A, O-1, NIW, and adjustment of status, ensuring 100% compliance with USCIS requirements.
- Manage high-volume intake and triage of prospective business immigration cases, qualifying complex leads to guide them toward the appropriate legal strategy.
- Perform exhaustive lead evaluation using statutory and case law research to ensure consistent, high-quality client experience for high-skilled professionals.
- Respond to high-volume client requests by translating and guiding the preparation of legal evidence, maintaining professional standards across Spanish and English languages.

Professor

January 2022 – Present

URBE UNIVERSITY, MIAMI, FL

- Evaluate and respond to complex legal inquiries from a high-volume student population, ensuring accurate classification of legal principles.
- Guide advanced legal students through the nuances of international and domestic law, improving the quality of intake for research projects and academic assessments.

Law Professor

January 2000 – Present

UNIVERSIDAD RAFAEL BELLOSO CHACÍN, VENEZUELA

- Evaluate complex labor law cases to provide specialized instruction in the Master's Program, focusing on detailed case management and legal triage.
- Classify and analyze emerging labor law trends to ensure curriculum alignment with modern legal practices.

Professor

January 2005 – January 2021

UNIVERSIDAD RAFAEL URDANETA, VENEZUELA

- Managed a high-volume course load for 16 consecutive years, evaluating and guiding legal professionals in social security and labor law frameworks.
- Collaborated on remote academic initiatives and used digital tools to maintain consistent communication and administrative efficiency.

Education

LLM. Master in Law in Law

Dayton University, Ohio

Present

Associate in Immigration Law

Nafa-Unpam, USA

Master Degree in Law

Universidad del Zulia, Venezuela

Especialist Degree in Law

Universidad Rafael Urdaneta, Venezuela

Especilist in labor Processing in Labor Processing

Universidad del Valle de Momboy, Venezuela

Law Degree in Law

Universidad Del Zulia, Venezuela

Additional Skills

Immigration & Legal Expertise: U.S. immigration paralegal experience, Employment-based immigration, EB-1A, O-1, NIW, Lead evaluation/triage, High-volume intake, Legal Writing, Legal Translation, Immigration Law

Tools & Technologies: CRM systems, Case management tools, Abacus Immigrant Pro, Time Matter, Microsoft Office, Microsoft Word, PowerPoint, Google Drive

Methodologies & Soft Skills: Remote work experience, High-quality client experience, Client Triage, Interpersonal Skills, Lead Qualification

Certifications

- Certified Notary Public

Languages

- Spanish - Fluent
- English - Fluent

Courses

- Paralegal of immigration
- legal writing
- Immigration Practice Clinic
- Defensive Asylum
- Advanced Training For Employment Based Residence
- Translation Proficiency Seminar

Professional Status

Foreign Legal Consultant