INDIRA KALBAJ

Brooklyn, NY | (609) 529-4256 | indikalbaj@gmail.com

BAR ADMISSION

New York — Uniform Bar Examination *(sitting for exam)* *February 2027*

EDUCATION

Appalachian School of Law, Grundy, VA | *Juris Doctor* *May 2026*
- Certificates in Criminal Law and Litigation
- Finalist, Intraschool Moot Court Competition (2024)
- Quarterfinalist, Clara Barton International Humanitarian Law Competition (2025); Team Coach (2025–2026)

Temple University Beasley School of Law, Rome, Italy | *Visiting Student, Summer Program* (GPA 4.0) *May – June 2025*

John Jay College of Criminal Justice, New York, NY | *B.A., Law and Society; Minor in Dispute Resolution* *May 2015*
- Dean's List (Spring 2015)

Borough of Manhattan Community College, New York, NY | *A.A., Liberal Arts, Honors* *January 2014*

LEGAL EXPERIENCE

Buchanan County Commonwealth's Attorney, Grundy, VA | *Legal Intern* *Mar. – May 2026*
- Conducted legal research for prosecutors and observed criminal court proceedings.

Meranda Avvocati, Rome, Italy | *Summer Legal Intern* *May – June 2025*
- Drafted memoranda comparing Italian civil law and U.S. common law on corporate compliance issues.
- Analyzed U.N. and E.U. sanctions on Iran (2013–2025), covering enforcement, compliance and cross-border risk.

New York State Supreme Court, New York, NY | *Judicial Extern* *May – July 2024*
- Drafted bench memoranda and case summaries used by chambers to prepare for motions and hearings.
- Participated in jury selection in *Cadigan v. Liberty Helicopters, Inc.* and observed the hearings.

The Grotas Firm, PC, New York, NY | *Immigration Paralegal & Office Manager* *Feb. 2020 – May 2026*

Full-time, Feb. 2020 – Aug. 2023; part-time, remote, Sept. 2023 – May 2026
- Drafted and filed appellate briefs and motions to reopen before the Board of Immigration Appeals.
- Led a 13-person legal staff, overseeing caseloads, hiring, training, terminations and salary reviews.
- Built complete court packets for removal-defense trials, including asylum and cancellation of removal cases.
- Prepared clients and witnesses for trial and USCIS interviews; researched country conditions to support filings.

Nazrisho & Associates, PC, New York, NY | *Immigration Paralegal & Office Manager* *Feb. 2018 – July 2019*
- Conducted initial client interviews with attorneys, identifying legal issues and shaping case strategy.
- Supported trial preparation through legal research, exhibit organization and witness coordination.
- Supervised paralegals, assigned cases and tracked deadlines; prepared clients for USCIS interviews.

Additional Paralegal Experience, New York, NY *2015 – 2017*
- Schpoont & Cavallo, LLP (Matrimonial) · Law Office of Sam Gjoni (Senior Immigration Paralegal) · Jorge Guttlein & Associates, PC · James A. Lombardi Law Office, PC

PRO BONO & ADVOCACY

Pro Bono Immigration Assistance, New York, NY *Mar. 2015 – Present*
- Under attorney supervision, assisted 25+ Albanian families with asylum, family and naturalization filings.

Court Appointed Special Advocates (CASA), Grundy, VA *May 2023 – May 2026*
- Advocated for children in foster care; wrote reports to the court and monitored compliance with court-ordered services.

American Red Cross, New York, NY (remote) *July – Aug. 2025*
- Wrote and presented the International Humanitarian Law Volunteer Training Handbook.

SKILLS

Languages: Albanian (native), English (fluent), Spanish and Italian (intermediate; client communication)
Research: Westlaw, Lexis+
Legal: Legal research and writing, bench memoranda, motion and trial preparation, removal defense, USCIS practice