JANNIA CABARCAS RUIZ

Ossining, NY | 914-689-5767 | jannivane@hotmail.com
Bilingual: English & Spanish

PROFESSIONAL SUMMARY

Results-driven Immigration Paralegal and Business Relationships Manager with 10 years of experience supporting legal operations, managing office administration, and delivering exceptional client service. Bachelor's Degree in Business Administration with a proven ability to coordinate complex case files, maintain confidential records, oversee daily business operations, and support attorneys through all phases of legal matters. Bilingual in English and Spanish, with certifications in Human Trafficking and Human Rights. Recognized for professionalism, organization, leadership, and strong communication skills.

CORE COMPETENCIES

Legal Administration • Case Management • Client Relations • Office Management • Document Preparation • Calendar & Schedule Management • Records Management • Legal Research Support • Business Operations • Team Coordination • Microsoft Office Suite • Bilingual Communication (English/Spanish) • Confidential Information Handling • SIJS Petitions (I-360) • I-765 Applications • Asylum & Humanitarian Immigration • Removal Defense • Family-Based Petitions (I-130 / I-485) • Legal Drafting & Affidavits • Client Intake & Case Management • Legal Research & Case Analysis • Deadline & Compliance Management

PROFESSIONAL EXPERIENCE

SEGRETO LAW OFFICES P.C.
Paralegal / Business Relationships Manager | December 2016 – May 2026

- Managed daily office operations while supporting attorneys in a fast-paced legal environment.
  • Prepared, reviewed, organized, and maintained legal documents, correspondence, and case files.
  • Coordinated client communications, consultations, appointments, and attorney calendars.
  • Maintained strict confidentiality and ensured compliance with legal procedures and office policies.
  • Assisted with case preparation, document filing, court submissions, and administrative legal support.
  • Served as a primary point of contact for clients, delivering professional and responsive service.
  • Streamlined office workflows and administrative processes to improve efficiency and

organization.
• Oversaw records management, vendor coordination, and general business operations.

- Liaised with USCIS and ICE on case-specific and procedural matters; maintained filing deadline compliance across the full case lifecycle using structured case management protocols.

- Conducted client intake interviews and ongoing consultations; counseled clients on immigration options, procedural timelines, and legal obligations; oversaw case documentation from intake through final adjudication.

- Assisted with client consultations, documentation collection, and maintenance of case files and records.

LAW OFFICE OF ROBERT M. NACHAMIE, ESQ
Legal Assistant | January 2013 – November 2016

- Drafted, reviewed, and filed legal documents, pleadings, correspondence, and court forms.
- Maintained and organized case files, ensuring accuracy and compliance with legal procedures.
- Managed attorney calendars, court deadlines, client meetings, and appointments.
- Communicated with clients, courts, opposing counsel, and third parties regarding case matters.
- Conducted client intake interviews and gathered relevant documentation for case preparation.
- Monitored case progress and tracked important filing deadlines and court appearances.
- Assisted with discovery, document collection, and preparation of exhibits for hearings and trials.

CROTON AUTO PARK
Administrative & Customer Service Associate | February 2010 – October 2017

• Delivered outstanding customer service and maintained strong client relationships.
• Managed administrative documentation, scheduling, and office support functions.
• Assisted with recordkeeping and operational processes to support business efficiency.
• Coordinated communications between customers and internal departments.

EDUCATION

Bachelor's Degree in Business Administration

CERTIFICATIONS

• Human Trafficking Certification
• Human Rights Certification