

Raul Reynoso

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I work in legal operations, coordinating documents, deadlines, and communication between attorneys and clients in English and Spanish.

EDUCATION

Law degree | Autonomous University of Baja California

EXPERIENCE

Paralegal

Mehlman Jacobs LLP | San Diego, CA | Apr 2025 - Present

- Support 10 attorneys, coordinating matter workflows, calendars, and deadlines to keep active matters moving and compliant.
- Draft correspondence and client communications; prepare, finalize, and mail legal documents and filings.
- Maintain organized electronic records; handle time entry, billing, and invoices with accuracy, discretion, and dependable follow-through.

Immigration Specialist / DOJ Accredited Representative

Jewish Family Service of San Diego | San Diego, CA | 2022 - 2025

- Represented clients before USCIS as a DOJ Accredited Representative, managing family-based, humanitarian, and adjustment-of-status cases from consultation through final decision.
- Assessed eligibility and prepared applications, petitions, and supporting evidence; provided immigration consultations to college and university students across San Diego.
- Delivered bilingual consultations, communications, and certified translations. Collaborated with attorneys, paralegals, and agencies to meet statutory and regulatory deadlines.
- Redesigned intake workflows to increase caseload capacity; contributed to department projects, presentations, and professional conferences.

Supervising Paralegal

Various Law Firms & Nonprofits | CA & Mexico | 2020 - 2022

- Supervised, trained, and mentored paralegals and legal assistants; assigned work, reviewed drafts, and handled escalations.
- Managed docketing, calendars, and work distribution; developed templates and checklists to standardize document preparation.
- Provided litigation support, legal research, drafting, filings, and scheduling; oversaw billing and confidential records and delivered bilingual communications and certified translations.

SKILLS

Legal operations | Records management | Billing | Team supervision | Microsoft Word, Excel, and Outlook | English and Spanish