

Mariamelia Estrada

+1 (920) 815-1412 • mestradacarmona@luc.edu • Elmhurst, IL • [LinkedIn Profile](#)

PROFESSIONAL SUMMARY

LL.M. candidate at Loyola University School of Law, Chicago. Legal professional with international legal training and hands-on experience in immigration law, anti-human trafficking advocacy, and family-based petitions. Adept at managing complex caseloads, conducting legal research, and supporting vulnerable populations. Bilingual in Spanish and English, furthering academic and practical legal knowledge. Known for resilience, attention to detail, and strong commitment to immigrant justice.

SKILLS

• Bilingual Proficiency (Spanish and English) • Case Management • Legal Documentation • Report Making • Intake Interviews • Case File Maintenance & Update • Commitment to Immigrant Justice • Multitasking • Attention to Detail • Critical Thinking • Goal Setting • Client Advocacy

EDUCATION

LOYOLA UNIVERSITY CHICAGO SCHOOL OF LAW, IL Expected graduation December 2026

LL.M. Candidate

CORNELL UNIVERSITY August 2025

Online Certificate Program in Immigration Law

FOX VALLEY TECHNICAL COLLEGE, WI May 2023

A.A.S. in Legal Studies / Paralegal

FOX VALLEY TECHNICAL COLLEGE, WI August 2020

English as a Second Language (ESL)

UNIVERSITY OF CARABOBO, VENEZUELA December 2018

J.D. Equivalent, Law Degree

PROFESSIONAL EXPERIENCE

Cayuga Centers | Chicago, IL 05/2024 – 11/2025

Case Manager

- Conducted thorough home studies to assess the safety and suitability of environments for unaccompanied children in collaboration with the Office of Refugee Resettlement (ORR).
- Ensured compliance with agency and regulatory policies while coordinating initial intake and ongoing support services for youth and sponsors.
- Facilitated timely communication with unaccompanied children and sponsors, addressing needs and concerns promptly.
- Supported children transitioning from ORR facilities to parents or sponsors, ensuring a smooth and secure adjustment.
- Coordinated services and community resources ensuring successful reunification with parents or sponsors.
- Utilized trauma-informed practices to support youth and address urgent needs during reintegration.

Anti-Human Trafficking Advocate

- Conducted extensive outreach to increase the identification of human trafficking victims.
- Screened at-risk individuals to assess potential human trafficking situations.
- Provided direct advocacy for domestic and foreign nationals affected by sex and labor trafficking.
- Delivered crisis intervention, safety planning, and resource assistance to enhance victim safety.
- Developed and maintained case management processes to ensure compliance with program requirements.
- Coordinated referrals for social, economic, vocational, psychological, legal, and medical resources.
- Accompanied and transported victims to court, shelters, and community services as needed.

Mendez Law LLC | Appleton, WI

01/2023 – 12/2023

Paralegal

- Conducted in-depth research and analysis of immigration laws, regulations, and procedures to support case preparation.
- Assisted in preparing, filing, and tracking immigration petitions such as asylum (affirmative & defensive), VAWA, U visas, family-based petitions, and adjustment of status.
- Drafted and reviewed legal documents, including affidavits, declarations, and supporting evidence, ensuring accuracy and compliance.
- Communicated directly with clients to gather information, address inquiries, and provide case updates, demonstrating strong client service skills.
- Managed case files, deadlines, and calendars to ensure timely completion and compliance with legal requirements.

AEC Services LLC

10/2022 – 10/2024

Immigration Document Preparer

- Assisted with Asylum applications, travel authorizations, employment authorizations, Temporary Protected Status (TPS), fee waivers, adjustment of status, and FOIA requests.
- Assisted clients in preparing and completing immigration forms and applications, ensuring accuracy and compliance.
- Prepared and organized comprehensive immigration packets, including forms, supporting documents, and evidence for smooth processing.

Enforcement Court with jurisdiction over crimes of Violence against Women | Carabobo, Venezuela

01/ 2018 – 08/ 2018

Court Assistant

- Maintained records of accused and convicted individuals, ensuring accurate file tracking.
- Compiled statistics on procedural delays of detainees to assess case progression.
- Verified compliance with Conditional Suspension of Execution of Penalty and issued catch slips when conditions are not met.
- Notified the judge of any irregularities or abnormalities in case files.