

WILLHELENE ADELHEIDE WHITE

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Languages: Bilingual – English and Spanish

Summary

Detail-oriented and bilingual legal professional with a foreign law degree and U.S. paralegal certification. Over 6 years of cumulative experience in immigration law, legal research, case preparation, and client advocacy. Demonstrated progression from receptionist to paralegal managing complex USCIS filings including EAD, AOS, FOIA, VAWA, and family-based petitions. Strong cross-cultural communication skills, government/legal office experience, and adaptability to high-volume environments.

Education

- Paralegal Certificate – Emory University, Atlanta, GA – Aug 2023
- Form Preparer Certification – Immigration Institute of Florida – Oct 2023
- Insurance Agent License (Property & Casualty) – Georgia – May 2023
- Master's Degree in International Criminal Law – Universidad Latinoamericana del Caribe, Venezuela – 2021
- Law Degree (JD Equivalent) – Universidad Bicentenaria de Aragua, Venezuela – 2016
- Diploma in University Teaching – UPEL, Venezuela – 2016

Complementary Certifications

- New Social Benefits Regime – Aragua Bar Association (2012)
- I Congress of Criminal Law and Forensics (2012)
- National Law & Psychology Convention (2013)
- Research Symposium – UBA Venezuela (2014)
- Document Writing & Social Benefits Calculation (2015)

Professional Experience

Solano Law Immigration Firm LLC – Atlanta, GA

Hybrid Paralegal (Feb 2025 – Present)

- Manage a high-volume caseload of family-based, humanitarian, and employment-based immigration petitions including I-130, I-485, I-765, I-131, I-751, I-360 (VAWA/SIJS), N-400, N-600, and asylum-related applications.
- Draft and review complex USCIS forms, legal motions, affidavits, and supporting evidence packets ensuring compliance with immigration regulations and agency requirements.
- Conduct in-depth legal research to support attorney strategies for client cases, including changes in USCIS policy, RFEs (Requests for Evidence), and NOIDs (Notices of Intent to Deny).
- Prepare clients for USCIS interviews and hearings through detailed briefings, mock interview sessions, and document review.
- Liaise directly with USCIS, EOIR, and other governmental agencies to track case progress, resolve procedural issues, and advocate on behalf of clients.
- Train and supervise junior staff and legal assistants in preparing forms, managing case files, and maintaining firm compliance with filing deadlines.

Hybrid Legal Assistant (January 2024 – Feb 2025)

- Managed high-volume caseload including EADs, I-485, Advance Parole, I-751, N-400, FOIA, I-360 (VAWA/SIJS), family petitions.
- Drafted immigration forms and legal documents; conducted initial case assessments.
- Communicated with clients, attorneys, and government agencies.
- Ensured USCIS filing accuracy, evidence submission, and timely follow-up.
- Translate and certify legal documents (Spanish-English) for official filings and evidentiary submissions.

Remote Receptionist (Feb 2023 – Oct 2023)

- Scheduled client meetings and immigration hearings for attorneys.
- Managed intake calls, emails, and translated documents.
- Organized digital case records, including filings and receipts.

Guardian Insurance – Lawrenceville, GA

Insurance Agent (Jun 2022 – Jun 2023)

- Sold and maintained auto and property policies; managed claims.
- Explained policy benefits and processed documentation in English/Spanish.

Insurance for All LLC – Doraville, GA

Customer Service Representative (Jan 2022 – Jun 2022)

- Supported insurance clients with applications, renewals, and tax ID filings.
- Translated legal/insurance documents and coordinated agency processes.

Public Prosecutor's Office No. 25 – Aragua State, Venezuela

Associate Attorney – Gender Violence Division (Dec 2019 – Oct 2021)

- Investigated and prosecuted gender-based violence cases.
- Provided legal counsel and drafted judicial motions and protection orders.

Inversiones Ramisierra C.A. – Maracay, Venezuela

Corporate Legal Advisor (Jul 2018 – Dec 2019)

- Handled contract review, compliance, and legal risk assessments.

Grupo Esy C.A. – Maracay, Venezuela

Attorney (Jul 2016 – Jul 2018)

- Delivered legal consultation and prepared litigation strategies.

Skills

- USCIS Forms: I-130, I-485 (Adjustment of Status), I-765 (EAD), I-131 (Advance Parole), I-751 (Removal of Conditions), I-360 (VAWA/SIJS), N-400 (Naturalization), N-600 (Certificate of Citizenship), FOIA, I-864 (Affidavit of Support), and asylum-based applications.
- Immigration Case Management: Adjustment of status, asylum preparation, removal of conditions, naturalization, family-based petitions, and humanitarian relief.
- Legal & Administrative Software: Clio, Docketwise, LollyLaw, Adobe Acrobat, SharePoint, LawHustle, Microsoft Office Suite.
- Bilingual client intake, document translation, and legal correspondence (English/Spanish).
- Strong legal writing, research, and procedural knowledge.

- High attention to detail, deadline-driven, and exceptional communication skills.