

YESENIA ARCINIEGAS MUHAMMAD

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EDUCATION

John Marshall Law School, Atlanta, GA

Juris Doctor May 2015

Admitted to State Bar of Georgia November 2015

Relevant Course work

- Property Law
- Immigration Law
- International Criminal Law
- Constitutional Law
- Legal Research and Writing
- General Civil Mediation

Strayer University, Chamblee, GA

Bachelor of Science, International Business, *magna cum laude*, June 2011

- Distinguished Degree Banner Carrier
 - President's List
 - Dean's List
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EXTERNSHIPS

Solano Law Firm

January 2015-May 2015

Immigration Law Intern

Decatur, GA

- Processed family petitions, work permits and adjustment of status
- Assisted with documents required for consular processing abroad
- Researched immigration case law and regulations

Catholic Charities

August 2013-April 2014

Immigration Law Intern

Atlanta, GA

- Responsible for working with clients in processing their Citizenship applications
- Assisted clients applying for immigration benefits through the Violence against Women Act.
- Assisted clients applying for immigration benefits via the U-visa
- Processed family petitions, work permits and adjustment of status

American Civil Liberties Union

June 2013-August 2013

Law Clerk

Atlanta, GA

- Responsible for researching and drafting Pre-litigation memos for a wide range of topics. (Voter rights, prisoner/inmate rights, parental rights, etc.)
 - Participated in a special project and public education events relating to the school to prison pipeline
 - Attended oral arguments of the Georgia Supreme Court and Court of Appeals
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EXPERIENCE

The Muhammad Law Firm

June 2017-Present

Immigration, Wills, Personal Injury and Social Security Disability

- Assist clients and families in completing all necessary paperwork required by the Immigration and Naturalization Service (INS); Naturalization, fiancé and family visa's and 601A waivers
- Represent clients in motor vehicle accidents, wrongful death, slip and fall, etc.
- Draft Wills and Trusts for clients and handle probate process.
- Assist clients with applying for SSI or SSDI benefits.

Altisource**Feb. 2016-May 2017****Regulatory Compliance Specialist/Service Delivery Manager****Atlanta, GA**

- Coordinated and presented client demonstrations for software platform designed to help streamline due diligence, maintain documents and monitor vendors
- Responsible for overseeing delivery of vendor oversight services to company clients
- Assisted in establishing policies to ensure consistently high service performance
- Monitored employees and evaluated customer feedback to develop quality improvement processes

**Black Diamond Real Estate Enterprises, Inc.
Owner****June 2006-Present
Lilburn, GA**

- Responsible for the day to day operations of the residential real estate appraisal business; manage orders as they are received; schedule appointments with property owners; inspect properties; complete reports by the due date; deliver the finished product to the client; process payroll; replenish office supplies; respond to lender/client calls and all correspondence directed to the corporation; train and manage additional staff as volume fluctuates.
- Hold Certified Residential Real Property Appraiser license.

**Weichert Realtors Cara & Assoc.
Real Estate Agent****June 2004-Present
Decatur, GA**

- Rent, buy or sell properties for clients; study property listings; interview prospective clients; accompany clients to property site; discuss conditions of sale; draw up real estate contracts; act as an intermediary in negotiations between buyers and sellers, generally representing one or the other; confer with escrow companies, lenders, home inspectors, and pest control operators to ensure that terms and conditions of purchase agreements are met before closing dates.
- Hold Real Estate Salesperson license.

**Independent Contractor
Residential Real Estate Appraiser
Norcross, GA****March 1999 – June 2006**

- Schedule appoint with clients; inspect properties; complete reports by the due date; deliver the finished product to the client; respond to lender/client calls
- Hold Certified Residential Real Property Appraiser License.

VOLUNTEERING/AFFILIATIONS

- Spanish (Proficient) - Traveled abroad to Panama and Colombia
- Prior Parliamentarian of the International Charter School of Atlanta PTO
- Prior Secretary and Legislative Chair for the Area 1 Gwinnett Council of PTAs
- Prior Vice President of the Meadowcreek High School PTSA
- Certified Residential Real Estate Appraiser
- Licensed Real Estate Sales Person