

DEEPSHIKHA SHARMA

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Build Community & Foster Connections • Interpersonal Communication • Project Management • Legal Research
Writing & Editing • Public Speaking • Graphic Design • Community Organizing

EXPERIENCE

Seth Law Associates

Aug 2018—Present

Paralegal

- Accurately prepare time-sensitive visa petitions from start to finish, with an average caseload of 15-20 cases for multiple business and family clients, with a two week maximum turn-around.
- Develop comprehensive review and drafting processes to increase straight approval percentage to approximately 85%.
- Review and respond to government requests with strategic evidence collection and analytical research.
- Utilize varying legal and government resources to research and analyze a variety of unique immigration problems.
- Onboard new clients with welcome packets for a variety of visa issues, using checklists and questionnaires developed for maximum efficiency.
- Communicate case successes, issues to clients and beneficiaries with professionalism, effectiveness, and confidentiality.
- Train incoming administrative assistants on office administrative processes, legal terminology, and visa petitions.

Administrative Assistant

Aug 2016—Aug 2018

- Coordinated attorneys' schedules; created, maintained, and improved case databases; developed lasting client relationships with strong front-end interaction.
- Assisted attorneys as needed with various immigration matters; handled incoming/outgoing correspondence, and oversaw office equipment, supplies, and files.

Rangoli Pittsburgh

2017—Present

Co-founder

- Edited and designed *Mirrors: LGBTQ+ South Asian Voices*, a collection of poetry, prose, and art; manage social media; write press-releases and statements in response to national events; design graphics for events.
- Organize community outreach events; foster networks, collaborate on community-building efforts, and build solidarity with other marginalized communities and other local advocacy organizations.
- Write copy for fundraising campaigns; raised \$1,600 for *Mirrors* in one week.

Ascend PGH Community Accountability Board

2021—Present

- Plan community events; give feedback from gym members to management; suggest organizational changes to improve access to climbing.
 - Advocate for equity in the climbing world and beyond.
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EDUCATION

University of Pittsburgh

Bachelor of Arts, 2015

*English Writing; Communication and Rhetoric;
Gender, Sexuality, and Women's Studies Certificate*

SKILLS

Technologies: Microsoft Office Suite, Adobe Suite (Photoshop, Indesign), Canva, InsZoom.

Languages Spoken: English, Hindi, Urdu.

Visa Process Expertise: H-1B, TN, Family "Green Cards" (AOS), Citizenship, Visitor, I-751, Student, Non-imm. Dependent, DS-260, PERM.