

MAXINE DORAIN BAYLEY

3130 Wisconsin Ave NW Apt. 224

Washington DC 20016

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202.309.2326

Dear Sir or Madam:

I am an Associate Attorney at Maggio & Kattar, a boutique immigration law firm located in Washington, DC. I am relocating to the San Francisco area. For the last two years as an associate, I have worked on a wide range of cases before the USCIS, the Immigration Courts, and the Board of Immigration Appeals. I have also assisted in appeals to the Fourth, Eighth and Ninth Circuit Courts of Appeals. My practice has mainly focused on complex removal cases including asylum, withholding and cancellation of removal, waivers of inadmissibility and adjustment of status for clients in proceedings. I have also represented many clients in routine marriage-based adjustment of status applications, as well as naturalization applications before the USCIS. In addition, I have also prepared several waivers of inadmissibility and excludability to several consulates.

Most recently, our firm has reorganized into practice-specific teams. In that context, I was chosen to be a member of the litigation team and in this capacity, I have been responsible for instituting our team's internal procedures, best practices, and have helped to train our support staff. I have found this managerial experience rewarding.

As a West Coast native, I am eager to continue practicing immigration law closer to my family and where I can continue an active lifestyle. I am a self-motivated, quick learner, and bring a positive attitude to my work environment. It is important to me to work for an established firm committed to immigrant rights and advocacy.

I am eager to contribute my diverse substantive experience and leadership abilities to your firm. References and writing samples are available upon request. I look forward to hearing from you.

Sincerely,

Maxine Dorain Bayley

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LEGAL EXPERIENCE

Associate Attorney

Maggio & Kattar, P.C., Washington, DC

August 2004 to present

Draft briefs, motions, and legal memoranda for complicated, cutting-edge removal cases. Gather, prepare and organize evidence in support of applications for relief from removal for submission to the immigration court, and the Board of Immigration Appeals. Prepare petitions for review and briefs for the Fourth, Eighth and Ninth Circuit Courts of Appeals. Attend hearings at the immigration court. Prepare filings for family-based adjustment cases, naturalization applications, asylum, waivers and accompany clients to interviews on these applications. Assisted in organizing newly formed litigation team, helped to train team's administrative assistant and consolidate team procedures. Maintain excellent client relationships by delivering high quality customer service.

Law Clerk

Maggio & Kattar, P.C., Washington, DC

May 2003 to August 2004

Performed legal research, drafted memoranda, motions, prepared filings for immigration court, Board of Immigration Appeals and federal circuit courts. Drafted forms for family-based adjustment cases, naturalization applications, asylum, cancellation of removal. Interviewed clients, prepared personal statements in support of applications for relief from removal, including asylum, withholding of removal and cancellation.

Student Representative

Washington College of Law, Washington, DC

Sept. 2002 to May 2004

Assisted students and faculty at the Washington College of Law with legal research performed using Westlaw. Obtained Westlaw advanced certification.

Research Intern

Dr. Nicholas Kittrie, Washington, DC

May 2003 to August 2003

Assisted Professor Kittrie by researching International conventions, law of the United Nations and international criminal law principles in preparation for the publication of his International Criminal Law textbook.

EDUCATION

American University Washington College of Law, Washington, DC

Juris Doctor

August 2001 to May 2004

- Student Attorney, International Human Rights Law Clinic
- Paris-Geneva Study Abroad Program: traveled through five countries visiting various European Union institutions, United Nations organizations, and International Courts.

Gonzaga University, Spokane, WA

Bachelor of Arts, Political Science.

August 1998 to May 2001

- Minor degrees in Business Administration, Philosophy
- Student Body Association Senator, represented off-campus community
- Gonzaga Theme House Resident, two year commitment to campus community service

Linfield College, McMinnville, OR

August 1997- June 1998

- Member, Honors Fraternity, awarded membership to top 5% of class
- Volunteer, Linfield Anthropology Museum

PROFESSIONAL EXPERIENCE**Press Secretary**

US Congressional Campaign, Tom Flynn for Congress, Spokane, WA March 2000 to Sept. 2000
Researched and developed political profile of Washington state's 5th Congressional district. Established and maintained relationship with television, radio, print media, and political advocates throughout district. Performed research for and assisted with production of Economic Plan for Eastern Washington.

Special Populations Coordinator

Gonzaga University New Student Orientation, Spokane, WA March 1999 to Nov. 2000
Leadership position designing, planning and implementing activities schedule for new student orientation. Managed twenty volunteers over summer and fall months to run activities with new students.

BAR ADMISSIONS AND PROFESSIONAL AFFILIATIONS

- Member, DC Court of Appeals. January 2005 to present.
- Member, American Immigration Lawyers Association. 2004 to present.
- Member, National Immigration Project of the National Lawyers Guild. Oct. 2005 to present.
- Participant, Special Immigrant Juvenile Status Training at the National Center for Refugee and Immigrant Children. March 28, 2006.

PERSONAL INTERESTS

Outdoor activities, swimming, hiking, photography; college basketball; would like to adopt a dog.

REFERENCES

Available upon request.