

Halle Gold

Chicago, IL
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856.685.6053

Authorized to work in the US for any employer

Work Experience

Beta Tester

HoYoverse
November 2023 to Present

Volunteer beta tester for Genshin Impact

- analyzed new characters and their combat abilities in both open world and fixed combat settings
- Tested mini games for upcoming patches
- Checked writing for various quest lines and made sure it seemed in character

Paralegal

Law Offices of Cheng, Cho, and Yee, P.C.-Chicago, IL
February 2023 to Present

- Liaison between clients and attorneys providing interpretation, translation, and administrative support
- Prepared and filed immigration applications/petitions with USCIS including I-589, I-765, I-485, I-131, I-360 Widow Petition, I-360 VAWA, I-130, I-539, I-134, I-129F, I-821D, N-400, N-600 (signed as Interpreter when needed)
- Filed documents with Immigration Court and USCIS
- Tracked and managed case status with USCIS, EOIR, and Immigration Court
- Prepared documents for attorney and client to sign including G-28, G-639, EOIR-28, AR-11, I-589, I-765, I-485, I-131, I-730, I-360 Widow Petition, I-360 VAWA, I-130, I-539, I-134, I-129F, I-821D, I-918/I-918A

Beta Tester

HoYoverse
September 2023 to July 2024

Volunteer beta tester for Honkai Impact 3rd

- analyzed new characters and their combat abilities in both open world and fixed combat settings
- Tested mini games for upcoming patches
- Wrote guides for new characters
- Tested out new gameplay mechanics
- Checked writing for various quest lines and made sure it seemed in character
- Checked writing to make sure it made sense and for grammar, spelling, and punctuation

Quality Assurance Analyst

Paper Games
October 2021 to March 2024

Volunteer Quality Assurance Analyst

- proofread pre-written text for grammar and spelling
- Made sure what was written sounded in-character for the characters saying the lines

- made sure that dialog wasn't just in-character, but also carried the meaning of the original Chinese text

Paralegal

The Law Offices of Yongbing Zhang-Chicago, IL
June 2022 to December 2022

- Serve as liaison between clients and attorneys providing interpretation and translation
- Prepared and filed immigration petitions with USCIS including I-589, I-765, I-485, I-131, I-730, I-360 VAWA and I-130 (signed as Preparer and/or Interpreter)
- Filed documents with Immigration Court, checked status in USCIS and EOIR websites
- Prepared documents for attorney and/or client to sign including G-28, G-639, EOIR-28, AR-11

Paralegal Internship

Jackowiak Law Offices-Chicago, IL
February 2022 to June 2022

- Prepared treatment timelines and developed ledgers for tracking costs to support litigation and workers compensation claims
- Drafted and sent out subpoenas in support of pending cases
- Main contact between attorney and clients

Education

Post-Baccalaureate in Paralegal Studies

Roosevelt University - Chicago, IL
September 2021 to June 2022

Certificate in Chinese Studies

DePaul University - Chicago, IL
June 2019 to June 2021

Bachelor of Science in Children and Families

Eastern Michigan University - Ypsilanti, MI
August 2015 to April 2018

Skills

- Case Management
- Writing Skills
- Translation
- Interpretation
- Legal research
- Workers' Compensation
- Legal Drafting
- Teaching
- Mandarin
- Microsoft Office
- INSZoom

- Litigation
- Microsoft Outlook
- Personal injury law
- Time management
- Filing
- Family law
- Lexis-Nexis (2 years)
- Westlaw (2 years)
- Customer service (3 years)

Languages

- Mandarin - Fluent

Links

[LinkedIn.com/in/halle-gold](https://www.linkedin.com/in/halle-gold)

Certifications and Licenses

Paralegal Certificate

June 2022 to Present

From Roosevelt University's American Bar Association-approved Paralegal Studies Program