

# ANA ISABEL VALLEJO

U0Vj qo cu'Wp&gt;ul{ 'Eqngi g'qhNcy  
38623'PY '59vj 'Cxgpwg.'O kco KI ctf gpu'HN'55276  
Tel: 527/845/45: 3  
E-mail: cxcnqlqB uw0gf w

## EMPLOYMENT

Feb. 2011 - present

**Co-Founder/Co-Director/Attorney**  
**VIDA Legal Assistance, Inc., Miami, Florida**

Director/Co-Director/Co-founder duties oversight of development, day-to-day administration, and operations of the agency. Manage a budget of over \$450,000; draft and implement agency financial, employment, and operations policies; draft and submit grant applications, reports, and invoices; organize and oversee fundraising events, strategic plan, hire employees, train paralegals and administrative staff, and supervise a fluctuating staff of 5-10. Work with development of customized case management program and oversee development and updating of website. Organize fundraising events. Participate in radio and televised interviews with organizations such as CNN Latino and UNIVISION.

Attorney duties include managing a caseload of more than 200 clients per year; review and evaluate cases to develop legal strategy and eligibility for relief; review evidence. Provide legal advice and representation to low income immigrants survivors of domestic violence, violent crimes, and trafficking in persons/modern-day slavery living in Miami and rural areas of Florida before the different government agencies in charge of implementation and enforcement of our immigration laws including Immigration and Customs Enforcement-Homeland Security Investigations Unit, Citizenship and Immigration Services, the Executive Office for Immigration Review, as well as the Department of Justice US Attorney's Office, the Criminal Section of the Civil Rights Division and the Federal Bureau of Investigations. Additionally, duties include research and write motions, briefs, memoranda, and letters; interview clients; draft and translate individual statements and affidavits. Responsible for preparation of VAWA self-petitions, T and U Visa petitions, asylum applications, waivers of inadmissibility and adjustment applications.

Supervise, review, and approve applications and documents prepared by other staff including paralegals, law clerks and volunteers; collaborate with other community organizations assisting survivors of violent crimes, governmental agencies, and community-based organizations. Prepare and conduct educational presentations throughout the community in the areas of immigration and violent crimes.

Develop and deliver training curriculum on access to justice for immigrant survivors and marginalized populations such as the LGBTQ; develop and deliver training in identification and legal rights survivors of human trafficking. Participate in developing, drafting, and updating on manuals/handbooks on Access to Justice for Immigrant Survivors, provide guidance and assistance in the development of legal representation. Provide technical assistance to other service providers across the nation. Collaborate and participate in drafting of reports and recommendations, proposed legislation and policy advocacy at a state and national level. Serve as Subject Matter Expert for the Department of State programs on human trafficking. Participate in national, and international conferences as subject matter expert in identification, assistance, and rights of survivors of trafficking in persons.

Mar. 2011 – Mar. 2013

**Human Trafficking Academy Project Coordinator,**  
**Graduate Program in Intercultural Human Rights**  
**St. Thomas University School of Law, Miami Gardens, Florida**

Responsible for the day-to-day activities of Academy events including monitoring global human trafficking developments to design activities such as conferences, seminars, workshops and the course curriculum; prepare and co-coordinate the work program of the project; develop and implement projects and supervise the project staff in the implementation of the current activities; maintain contacts with relevant international organizations, NGOs, sub-regional initiatives to promote the exchange of information, expertise and assistance, including funding and to develop

and implement joint projects and co-operative mechanisms; maintain contacts with the Heads of Bureau of Justice Assistance to identify joint activities and projects for implementation; represent the St. Thomas University Human Trafficking Academy in meetings and hold discussions with senior government officials, including Ministers and Heads of Delegations to enlist their support of the Academy's activities; represent the Academy at conferences, training courses and meetings with visitors and journalists acting as focal point for public inquiries and the media in relation to human trafficking issues; provide substantive advice in the organization of the law school's frequent Symposia on Human trafficking and the procedures to be followed in the preparation and conduct of these events; propose speakers, discuss the content of their presentations, assess the work of these Symposia and recommend follow-up actions to contribute to solving the problem; enroll Academy participants; assist in planning the curriculum and in research activities; coordinate outreach activities in the local community; develop website for Academy, produce Public Service Announcement and training videos; supervise graduate fellows and law students; and compile budget submissions and co-administer funds.

**Oct. 2004 – Feb. 2011**

**Supervising Attorney for LUCHA: A Women's Legal Project**  
**Florida Immigrant Advocacy Center, Miami, Florida**

Co-Supervise and managed caseload of approximately 700+ clients per year. Continued duties of a Staff Attorney and in addition directly supervise 2 staff attorneys and 2 paralegals aside from other staff and law clerks. Provide training, guidance, and assistance in the development of legal representation. Review cases with staff attorney to evaluate eligibility for relief, evidence, and development of legal strategy. Provide technical assistance to other service providers across the nation within the contexts of immigration related remedies for victims of violent crimes and representing immigrant victims of human trafficking. Participate in drafting of proposed legislation and policy advocacy at a state and national level. Represent the agency in radio and televised interviews on the rights of immigrant survivors in different programs produced by either UNIVISION, Telemundo or other channels owned by them. Co-host weekly live Spanish radio show *La Voz de la Mujer*.

**May 2003 – Oct. 2004**

**Staff Attorney for LUCHA: A Women's Legal Project**  
**Florida Immigrant Advocacy Center, Miami, Florida**

Handled a caseload of 100-200 clients per year. Provide legal advice and representation to low-income women and children immigrant victims of domestic violence, violent crimes, and trafficking in persons/modern-day slavery before the US Citizenship and Immigration Services, Immigration and Customs Enforcement, the Executive Office for Immigration Review, the Board of Immigration Appeals, the Department of Justice's US Attorney's Office, the Criminal Section of the Civil Rights Division, and the Federal Bureau of Investigations. Research and write motions, briefs, memoranda; interview clients; draft and translate individual political asylum claims, affidavits as well as prepare other immigration forms such as Violence Against Women Act self-petitions, Adjustment Applications, Family Petitions and Affidavits of Support; Application for Cancellation of Removal, Suspension of Deportation, and Visa petitions under T and U categories. Supervise and approve applications and documents prepared by other staff including law clerks. Organize educational course for clients. Build outreach and community relationships to support the project and its services to clients. Establish contacts and relationships with other domestic violence providers, governmental agencies, and community-based organizations. Prepare and conduct educational presentations throughout the community in the areas of immigration and violence against women. Occasional participation in educational weekly radio show.

**Jun. 1999 – Apr. 2003**

**Staff Attorney**  
**St. Thomas University Human Rights Institute, Miami, Florida**

Provide legal representation of indigent immigrants before the Immigration and Naturalization Service, the Executive Office for Immigration Review, and the Board of Immigration Appeals. Managed a caseload of up to 400 clients per year. Research and write motions, briefs, memoranda; interview clients; draft and translate individual political asylum claims and prepare other immigration forms such as Adjustment Applications, Family Petitions and Affidavits of Support; supervise and approve applications and documents prepared by assigned caseworker and other staff including law clerks.

Sept. 1998 – Nov. 1998

**Volunteer**

**Rights International, The Center for Human Rights Law, Inc., Miami, Florida**

Legal research and writing: In Janowski v. Poland (Freedom of Expression Case) research and drafting of *amicus* brief filed in the European Court of Human Rights arguing that criminalization of speech critical of police officers' actions is contrary to the universal right to freedom of expression.

Feb. 1998 – May 1998

**Frank C. Newman Intern**

**Rights International, The Center for Human Rights Law, Inc., Miami, Florida**

Legal research and writing: In G. et al. v. Turkey (Procedural Due Process Case) background research on Iranian Refugee claim filed against Turkey in the European Commission of Human Rights; in Benavides v. Ecuador (Torture/Disappearance Case) translation (English/Spanish) of an *amicus* brief filed in the Inter-American Court of Human Rights seeking the application of the principle of command responsibility in police actions during times of peace.

Feb. 1997 – May 1997

**Law Clerk**

**St. Thomas University Human Rights Institute, Miami, Florida**

Interviewed immigrant clients; researched, drafted, and translated individual political asylum claims; assisted in the completion of other immigration documents including translation (Spanish/English) of legal documents and supplementary documents.

Sept. 1993 – Aug. 1995

**Legal Assistant/Secretary**

**Stephen R. Leopold, Attorney at Law, Milwaukee, Wisconsin**

Drafted letters to clients; legal research; transcription and translation (English/Spanish). Assisted in the day-to-day administration of the law practice including drafting of invoices, filing of employee taxes and other documents to be filed with the IRS.

## EDUCATION

May, 2002

**Master of Laws in Intercultural Human Rights**

**St. Thomas University School of Law, Miami, Florida**

Honors: *cum laude*; 3<sup>rd</sup> in my class.

May, 1998

**Juris Doctor**

**St. Thomas University School of Law, Miami, Florida**

Honors: Academic Achievement Award in International Business Transactions

Activities: International Law Society: President 1997-1998

International Moot Court: Member 1997-1998

-- Inter-American Human Rights Competition, May 1997

Knowledge is Power (Community Outreach Program) 1997

American Trial Lawyers Association 1995-1996

Annual Tribal Symposium Student Liaison 1998

Spain Study Program 1997

May, 1995

**Bachelor of Arts in International Affairs and Political Science**

**Marquette University, Milwaukee, Wisconsin**

Activities: Student Association of Marquette University

--Women Affairs Coordinator 1995

Latin American Student Association of Marquette University 1991-1995

United Nations Seminar, United Nations New York Headquarters 1993

## LANGUAGES

Fluent in written and spoken English and Spanish

## CURRENT & PAST

Florida Bar (1999-present)

American Immigration Lawyers Association (2016-present)

## **MEMBERSHIPS**

American Civil Liberties Union (2021-present)  
Dade County Latino Alliance Against Domestic Violence (2003-2011)  
11<sup>th</sup> Judicial Circuit of Florida Standing Committee Against Domestic Violence  
Florida International University Violence Against Women on Campus Grant Task Force  
National Network to End Violence Against Immigrant Women (Faculty)  
Freedom Network USA & Freedom Network Training Institute (Faculty)  
World Society of Victimology (2009-2010)  
Florida DCF Protections for Child Victims of Trafficking Protocol Work Group (2007-2009)  
Florida Statewide Task Force on Human Trafficking (2009 to 2011)

## **PUBLICATIONS**

Back to Freedom: From Surviving to Thriving, An Introduction, 7 INTERCULTURAL HUM. RTS. L. REV. 21 (2012)

## **PRESENTATIONS AND REFERENCES**

Available upon request.