

THOMAS GRAHAM

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Stanford University '16 – Honors in History

GPA: 3.6. Varsity Track & Field, Cross Country. Abbasi Program for Islamic Studies Grant Winner, 2016.

Coursework included pre-medical track, computer science (Java/C++/SQL), 77 page honors thesis.

Seeking to apply client/project management experience in a customer-facing tech role with product exposure. Have managed hundreds of high-stakes immigration projects, all approved, including for Fortune 500 execs. Reliable collaborator; judicious, strategic thinker; succinct, tactful communicator; composed and efficient under pressure.

Professional Experience

Financial Manager (CFO) – VHP Lower Haight, LLC – May 2017 → present

- Oversee budgeting, invoicing, purchasing, P&L for 30-member cooperative house with **>\$450k/yr budget**.
- Develop and document organization's finance policies.
- Collaborated with outside accountant for annual reconciliations and tax filings.

Client Manager (Business Immigration Law) – Fragomen Worldwide – December 2017 → June 2018

- Promoted outside of review cycle to serve as **client manager of Fortune 500 fashion company** with responsibility for maintaining work authorization of their 300+ foreign employees in the US.
- **Onboarded and led client's employees** through firm's immigration service offerings.
- Educated hiring managers, recruiters, HR, and FN on US visa/permanent residency process, risk, cost/benefit, contingency strategy. Managed expectations and **resolved client escalations** throughout.
- **Run and analyze Excel reports** about client employees' immigration status and firm performance.
- **Delegated casework** to two junior team members.

Immigration Paralegal (Case Writer/Manager) – Fragomen Worldwide – January 2017 → June 2018

- Managed visa applications for PhDs in AI fields (NLP, ML, HPC). Interviewed/read papers of applicants, synthesized their research in 5-20 page reports addressing visa criteria. Client was Fortune 500 tech company.
- Secured **200+** individual US work visas and Green Cards for my clients, with **100% all-time approval rate** (nationwide denial rate is ~8-30%, depending on case type).
- Wrote **successful appeal** of colleague's denied H-1B case (under 5% of appeals approved nationally).

Freelance Tech Writer – June 2018 → September 2018

- Wrote **long-form web content for a tech website**, among other projects.
- Article topics included NLP, internet protocols, internet security. Defined and edited accompanying graphics.

Dining Hall Manager – Stanford University – August 2015 → June 2016

- **Hired and managed staff of 8-10 employees**; fired as necessary; assigned daily shifts.
- Promoted to Manager after working on cook, kitchen staff since 2012.

Passions & Skills

Distance Running:

Qualified for **2016 Olympic Trials** in the Marathon

Ran for Team USA at 2013 World Cross Country Championships

North Carolina High School 5K Record Holder (14:11)

Languages:

French (business proficient)

Spanish (intermediate, actively studying)

Arabic (basic; 1 undergrad year)

Software:

HTML/CSS/JS; Excel/Sheets; PM Tools (Slack, Trello); Quickbooks

Volunteering:

San Francisco Pathways to Citizenship Initiative, a naturalization clinic for Green Card holders.