

Lucia Reyna



Professional Summary

Dedicated paralegal and community advocate with nearly three years of experience supporting legal services in a nonprofit organization. Strong background in community health education, outreach to Spanish-speaking families, and public health initiatives. Bilingual professional with a demonstrated commitment to equity, access to services, and community well-being.

Professional Experience

Paralegal

Luminus Network, Inc – Nonprofit Organization

July 25, 2022 – Present

- Provide paralegal support in a nonprofit legal setting, assisting attorneys with case preparation, documentation, and client support
 - Communicate effectively with clients from diverse backgrounds, ensuring understanding of legal processes and requirements
 - Prepare, review, and organize legal documents and case files
 - Maintain accurate records while handling sensitive and confidential information
 - Support clients with compassion and professionalism, aligning with the organization's mission to serve vulnerable communities
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Research & Community Outreach Assistant

Howard County General Hospital – Outreach Research Department

2021 – 2022

- Worked directly with Spanish-speaking families to support health education and wellness initiatives
 - Facilitated the “**Tomando Control de Su Salud**” program, a six-week evidence-based health education course, teaching it multiple times
 - Educated participants on chronic disease management, healthy lifestyles, and self-care strategies
 - Built trust with community members to encourage participation and engagement in health programs
 - Supported research and outreach efforts aimed at improving community health outcomes
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Community Involvement & Volunteer Experience

Community Health Volunteer

Various Locations – Howard County

- Volunteered during the COVID-19 pandemic by conducting door-to-door outreach to promote COVID-19 vaccination awareness
 - Engaged community members in respectful, informative conversations to address concerns and barriers to vaccination
 - Participated in health fairs at churches and community events throughout the county
 - Assisted with distributing health information and connecting residents to local resources
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Skills

- Paralegal & Legal Support
- Client Communication & Advocacy
- Community Outreach & Education

- Health Education Programs
 - Bilingual: English & Spanish
 - Confidential Record Management
 - Public Speaking & Group Facilitation
 - Cultural Competency
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Education

- Howard Community College
Columbia, MD

- Long Reach High school
Columbia, MD