
FOREIGN SERVICE OFFICER RESUME

Objective:

A successful Foreign Service Officer seeking a position with organization needing someone with the experience, drive and ability to aid in helping the organization achieve their goals.

Highlights of Qualifications:

- Thorough knowledge of foreign and domestic affairs
 - In-depth knowledge of U.S. foreign policy national security policy making architecture, policy coordination process
 - Ability to interact effectively with foreign government
 - Familiarity with OSD policy and program planning guidance
 - Proficient in foreign languages – Spanish, French, German and Italian
 - Superior decision making and negotiation skills
 - Excellent oral and written communication skills
 - Outstanding ability to prioritize work tasks, multi-task, and maintain focus
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Professional Experience:

Foreign Service Officer, August 2005 – Present
DynCorp International LLC., Mandarin, FL

- Advised government representatives on the positions of other countries.
- Made decisions on the visa applications of visitors, students and temporary workers.
- Prepared instructions on immigration issues.
- Managed and developed the immigration program and policies.
- Provided operational support to their colleagues overseas.

Foreign Service Officer, May 2000 – July 2005
Fedsys, Inc, Mandarin, FL

- Managed scientific, technical and information exchanges.
 - Promoted trade and financial interests.
 - Managed immigration programs.
 - Analyzed and developed financial and administrative strategies.
 - Negotiated bilateral agreements on issues such as border controls and illegal migration.
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Education:

Bachelor's Degree in International Relations, Summit College, Akron, OH

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