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## Immigration Specialist Resume

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### Job Objective

Seeking position as an Immigration Specialist in which my abilities as a specialist can be utilized to the fullest.

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### Highlights of Qualifications:

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- Remarkable experience with visa and immigration issues
  - Huge knowledge of managing U.S. Customs and Immigration Services
  - Deep knowledge of immigration regulations
  - Wide knowledge of H-1B processes and requirements
  - Outstanding ability to read and apply legal material
  - Superior record keeping and documentation skills
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### Professional Experience:

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Immigration Specialist  
Black & Veatch Corporation, New York, NY  
May 2006 – Present

- Acted as central point of contact.
- Imparted internal oversight for immigration services.
- Handled internal inquiries and aided resolution.
- Managed foreign national profiles.
- Extended immigration training for HR and Management.

Immigration Specialist  
Amdocs, New York, NY  
March 2003 – April 2006

- Coordinated with employees, HR representatives and recruiters.
  - Managed process for new and extension work permits.
  - Aided employees to obtain Canadian business.
  - Collaborated with employees and I-9 representatives.
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### Education:

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Bachelor's Degree in Human Resources Management  
Casper College, Casper, WY

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