
PASSPORT AND VISA EXAMINER RESUME

Summary:

A highly trained professional with vast and proven years of experience in handling government tasks and duties relating to foreign affairs relations; has the ability for facilitating and spearheading investigations and analysis on documents and other papers submitted by suspicious persons applying for multiple entry VISAs and migration passes; can handle jobs and duties with above-average results; can do more than assigned tasks; has knowledge in all aspects of developing and managing liaison records; has established meetings with high ranking officials in order to achieve his goals

Professional Experience:

Senior Foreign Affairs Specialist August 2004 – Present
Bureau of Consular Affairs, San Diego CA

Responsibilities:

Provided guidance and expert assistance to passport agencies on cases involving clearance problems.
with applications accepted at the passport agencies and the overseas consular posts
Maintained knowledge and interpretation of passport regulations and procedures.
Managed production operation involving electronically processing, retrieving and archiving records and data.

Passport Specialist June 1999 – May 2004
Bureau of Consular Affairs, San Diego, CA

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Education:

Certification in Criminal Justice Training
University of California-Irvine, 1995
Bachelor of Arts in Liberal Arts
University of Arizona, 1993

Skills/Certifications:

- Strong leadership and teamwork attributes
 - Excellent time management, investigative and research skills
 - Proficient in database computer software and MS Office applications
 - Excellent communication, presentation and record-monitoring and analysis
 - Knowledge in specialized laws on foreign affairs and affiliated laws
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Associations/Organizations:

American Society of Forensic Science, Member
American Academy of Forensic Sciences, Member

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