
Visa Officer Resume

Job Objective

Seeking long-term Visa Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Exceptional knowledge of current Immigration law, policy, procedures and guide-lines
 - Proficient in MS Office suite
 - Excellent communication and interpersonal skills
 - Strong project management and organizational skills
 - Amazing ability to work quickly and reliably with little supervision and meet challenging targets
 - Remarkable ability to work well under pressure and make quick decisions in accordance with set rules
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Professional Experience:

Visa Officer
British Embassy, Rush Center, KS
August 2005 – Present

- Provided high quality, efficient and non-discriminatory visa application processing.
 - Assessed and resolved visa applications within agreed benchmarks.
 - Ensured that all correspondence is considered and reported.
 - Liaised with the Visa Application Centre, Travel Agents, Schools, and Colleges etc.
 - Advised customers on all immigration law, policy and procedures.
 - Assessed and decided on all types of immigration applications for permits and visas.
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Education:

Bachelor's Degree in Law
John A. Logan College, Carterville, IL

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