
Passport Specialist Resume

Job Objective

Looking for a position as a Passport Specialist within the company. Hope to bring years of technical experience and managerial skills to the table to help your company advance.

Highlights of Qualifications:

- Hands on experience in providing support for documents and analyzing all applications for applying for passports
 - Outstanding knowledge of passport issuance principles and technique
 - Sound knowledge of passport and citizenship laws
 - Exceptional ability to supervise working of all specialists in team
 - Immense ability to interpret regulations and apply same on applications
 - Skilled to evaluate all information
 - Excellent skills to analyze and develop solutions
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Professional Experience:

Passport Specialist
Federal Government Jobs, Evansville, IN
May 2006 – Present

- Administered all activities of passport staff.
- Evaluated all applications for passports and authorized issuances as required.
- Planned and scheduled working of branch and other employees.
- Monitored work of branch and ensured efficiency in same.

Passport Specialist
Stanley, Inc., Evansville, IN
March 2003 – April 2006

- Evaluated effective performance of all employees and provided additional training if required.
 - Developed methods to evaluate qualitative and quantitative performance of each employee.
 - Ensured compliance to laws and regulations for passport application in all branches.
 - Assisted staff in managing complex and passport adjudication cases.
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Education:

Bachelor's Degree in International Relations
Mt. San Antonio College, Walnut, CA

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