Detail-oriented immigration officer with 7+ years of experience and a proven track record of managing various aspects within the immigration process. Certified from the U.S. Customs and Border Protection Agency and highly skilled at developing positive relationships with clients in a fast-paced environment.

Travis Ravel

Immigration Officer

6546 Transfer Ln., Dallas, TX

**Nationality**: American

**T:** 214-555-6683

**M:** t.ravel@email.com

**L:** linkedin.com/travisravel

 **Experience**

 **Dept. of Immigration- Dallas, TX-**Immigration officer-2019-2022

Processed visa applications, citizenship, and extensions of stay in accordance to all Immigration Rules and Regulations.

Advised clients on proper course of action to facilitate entry into the United States.

Conducted an average of 37 adjustment of status and naturalization interviews per week in both English and Spanish.

Adjudicated Forms I-131 for Travel and I-765 Application for Employment on a daily basis.

 **EPG Tech—** **Fort Worth, TX-** Custom Agent-2017-2019

 Process cessed documents and paperwork for incoming travelers.

Monitored hours and timekeeping for over 35 EPG agents to ensure work and leave time was accurately recorded.

Conducted searches following all U.S. Immigration laws and procedures.

Completed basic law enforcement training.

 **Education**

 **University of Texas | Dallas, TX**

 Bachelor of Political Science/ 2013-2017

 **Skills**

Leadership / Problem solving/ Written and verbal communication/ Teamwork/

Time management / Customer service / Processing visas / Threat assessment /

Microsoft Office Suite / Documentation Processing / Immigration Law

 **Certifications**

* J Basic Law Enforcement Training
* U. S. Customs and Border Protection Agency

**Awards**

-Superior performance award | EPG Tech (2018, 2019)

-District Impact 10 Award for Teamwork and Leadership (2021)