

# Aileen Dula Lopez

Greenestate Subdivision Brgy. Malagasang 1g

Imus City Cavite



Cellphone Number 09757029147

Objective	To find a career where I can be a part of achieving the continuing progress and allows personal growth.
Experience	<p><b>Working International Visas Limited</b> <b>2A Fitzroy Street, Ponsonby 1021 New Zealand</b> <b>Visa Administrator</b> <b>August 15, 2022 to December 18, 2024</b></p> <ul style="list-style-type: none"><li>Recording all job offers to the unallocated tab of the visa tracker</li><li>Liaise with agencies to receive offered candidate's full documentation drop box link. Use the checklist provided to ensure all the candidates documents are present. Check that the documentation has not expired</li><li>Once satisfied that the offered candidate's full documentation is present in the drop box link (to the best of your ability without breaching immigration/visa rules and regs), send the candidate to the visa delivery manager to allocate to an LIA to begin their visa process.</li><li>Once the LIA has been allocated, update the tracker, draft a COS and set up files in EzyMigrate, Dropbox etc.</li><li>The above steps must be completed within 21 days of offer. If this service level agreement (SLA) is not met, you must:<ul style="list-style-type: none"><li>Advise the salesperson and sales admin so that they can recommend the next steps in conjunction with the client/employer.</li></ul></li><li>Document checking for these candidates are done prior to job offers. It is done as part of the MVP process.</li><li>When the candidate purchases an MVP, it will be allocated to you in the first instance to contact and collate documents from the candidate.</li><li>Update the unallocated tab of the visa tracker.</li><li>Use the checklist provided to ensure all candidates documents are present.</li><li>Check the documentation has not expired.</li><li>These documents need to be turned around within 5 working days.</li></ul>

- In the MVP system, upload all documents, add a note and status that all documents have been verified. It will then be allocated to an LIA to complete the MVP.

**YWA HUMAN RESOURCE CORPORATION**  
**1268 General Luna Street Paco, Manila**  
**Personnel In-Charge / Admin Assistant**

**December 8, 1998 to July 17, 2020**

- Make sure that all personnel observe company policies and procedures
- Prepare memorandums for necessary disciplinary actions for violations of any company policies
- Act as grievance committee for any conflict existing involving personnel
- Update Attendance, Vacation and Sick Leave including 201 files of every employee
- Report any updates and concerns to the Department Manager

**GREENWHICH**  
**Edsa Central Mandaluyong City**  
**Service Crew**

- August 1997 to January 1998 • Prepared Customer order.
- Assisted their other needs.
- Cleaned all the utensils used in preparing food.
- Delivered 100% Total Customer Satisfaction.

**MC DONALD'S**  
**Market Place Mandaluyong City**  
**Service Crew**

- June 1995 to October 1995
- Prepared customers order. • Assisted their other needs.
- Cleaned all the utensils used in preparing food.
- Delivered 100% Total Customer Satisfaction.

<b>Education</b>	1995-1999 Jose Rizal College <ul style="list-style-type: none"><li>• Bachelor of Commercial Science Major in Computer Science</li></ul>
<b>Interests</b>	Computers and reading books

**Special Skills** Can operate fax machine, Xerox machine and computer software like lotus, ms office, wordstar and window xp

**PERSONAL BACKGROUND**

**NAME:** Aileen D. Lopez  
**NICKNAME:** Lheen  
**SEX:** Female  
**BIRTHDAY:** July 11, 1978  
**CITIZENSHIP:** Filipino  
**RELIGION:** Roman Catholic  
**CIVIL STATUS:** Married  
**HEIGHT:** 5'2"  
**WEIGHT:** 132 lbs.  
**LANGUAGE:** TAGALOG and ENGLISH

**FATHER'S NAME:** Ricardo B. Dula (Deceased)  
**MOTHER'S NAME:** Rebecca S. Dula (Deceased)

**CHARACTER REFERENCES**

**MRS. JULIE TRIPON**  
Accountant

**MS. OLIVE SAJORDA**  
Teacher  
Mandaluyong City

**MR LUCYFLORENDO**  
Teacher  
Buting, Pasig City

I hereby certify that the above information are true and cor ect upon the best of my knowledge and beliefs.

  
AILEEN D. LOPEZ

22 November 2024

To Whom it May Concern

**Certificate of Employment**  
**Aileen Lopez**

This is to certify that Aileen Lopez was an employee of Working In New Zealand, employed from 15 August 2022 until 18 December 2024

During this period Aileen Lopez held the following positions of employment:

15 August 2022:	Visa Verification Administrator
01 September 2023:	Visa Sales Administrator
01 August 2024:	Visa Team Administrator

Aileen Lopez is on a daily rate of PHP2,172, being PHP47,060 per month. Monthly internet costs are also reimbursed per month.

Unfortunately, due to a company restructure in New Zealand, Aileen Lopez role has been dis-established in the Philippines.

This certification is being issued upon the request of Aileen Lopez for whatever legal purpose it may serve.

Kind Regards



Donna Ryan  
Chief Financial and Operations Officer  
Working In

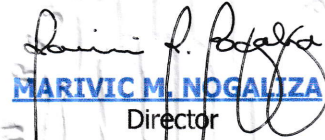
## **CERTIFICATE OF EMPLOYMENT**

### **CLEARANCE FROM WORK & COMPANY ACCOUNTABILITY**

This is to certify that Ms. Aileen D. Lopez was an employee of **YWA HUMAN RESOURCE CORPORATION** from December 1, 1998 until July 16, 2020. Her last position held was **Section Chief**, reporting directly to the Office of the Human Resource and Administration Manager.

This is to further certify that as per record show, Ms. Lopez is cleared from any work and company accountability.

This certification is issued on 21<sup>st</sup> day of **January, 2021** upon the request of Ms. Lopez for whatever legal purposes it may serve her.

  
**MARIVIC M. NOGALZA**  
Director

YWA Seal

#### **GLOBAL OFFICES:**

**AUSTRALIA**

**CANADA**

**INDIA**

**JAPAN**

**NEW ZEALAND**

**SOUTH KOREA**

**USA**

**05214**