**FRANCISCA OTILIA RUTINEL DE GONZALEZ**

Calle Principal # 5, Villa Elena, Los Ríos, Santo Domingo, Dominican Republic

**Phone Numbers:** 809-372-5493 (Home); 829-343-0802 (Mobile)

**E-mail:** franciscarutinel@gmail.com

**PERSONAL INFORMATION:**

Identity and Electoral Registration number: 402-2007283-5

Marital status: Married

Date of Birth: May 24, 1991

**GOALS:**

- Develop knowledge and skills in my profession.

- Perform activities that stablish the organization and corporation of the entity in which I work.

- Accomplish the objectives layout to help the company reach their goals.

**ACADEMIC TRAINING:**

College: Law Degree. Pontifica Universidad Católica Madre y Maestra (PUCMM). Santo Domingo, D. N. 2009-2015.

Secondary: New Horizons Bilingual School, Santo Domingo, D. N. 1997-

                                       2009

**QUALIFICATIONS:**

**Languages:**

* Spanish
* English Proficiency: New Horizons Bilingual School
* French (Low): New Horizons Bilingual School and PUCMM

**ADDITIONAL SKILLS:**

### - Proficiency of Microsoft Word

### - Proficiency of Microsoft Office PowerPoint

### - Knowledge of Microsoft Excel

**EXPERIENCE:**

* Position: Vice President, 2007-2009

Grupo Estrellas, Address: Ave. Sarasota 51, Bella Vista, Santo Domingo Dominican Republic.

Functions: Organize events, sales manager, responsible for supervising donations.

* Position: Master of Ceremonies, 2010

FUNGLODE, Address: Calle Capitán Eugenio de Marchena # 26, La Esperilla. Santo Domingo. Dominican Republic

Functions: Organizer of activities and event planning.

* Position: Intern as analyst of Human Rights, 2013

Ministry of Foreign Affairs, Address: Av. Independencia # 752. Santo Domingo. Dominican Republic

Functions: Assist Ambassador Rhadys Abreu: President of the Interamerican Commission on Human Rights and Ambassador in charge of the Human Rights section.

* Position: Officer, 2014-2017

        Visa Application Center of the American Consulate (VFS Global), Address: John F. Kennedy Street, Plaza 360 Gallery, first level, Santo Domingo, Dominican Republic.

Functions: Assist all the applicants during their visa process for the Consulate of United States.

* Position: Deputy Manager, 2017-2018

        Visa Application Center of the American Consulate (VFS Global), Address: John F. Kennedy Street, Plaza Galeria 360, 1st level, Santo Domingo, Dominican Republic.

Functions: Verify that the entire process is in order and ensure that officers comply with their work. I am in charge of 35-40 officers who are in charge of assisting applicants in their visa process for the United States Consulate. Also help the Senior Operations Manager in the operation and in the administrative work to maintain the operation in order. Evaluate and training all the officers, the new staff and make sure that our visitors from the Consulate or from any other company/country understands the Visa Application Process.

* Position: Legal Adviser, 2019 - Current (Part Time)

        The Gama Group RD, Address: Calle Teodoro Chasseriau 89, Santo Domingo, Dominican Republic.

Functions: Perform the consultations of each particular case and analyze the legal part during each migration process.

* Position: Attorney/Director, 2019 - 2020

        EM Immigration Law Firm, Address: Avenida Luperon esquina Calle 7 No 36, Suite 103, Santo Domingo, Dominican Republic.

Functions: In charge of the entire office: in the administrative, economic, human resources and social part (social media or meetings) and of our employees. My function was to do the consultations of all the cases that arrived to the office and to make the migratory process from beginning to end. I also attended some of the cases for our main office in New York.

**EXTRACURRICULAR ACTIVITIES:**

- Potential Development Center (PDC) in Mexico City.

- Diploma of resources in Criminal Matters: Colegio de Abogados in Santo Domingo, Dominican Republic.

- Internship in Real Estate Jurisdiction: Original Jurisdiction Court with Judge Katty Soler.

- Internship of 10 days in the National Office of Public Defense with the defender Asia Jimenez.

- Basic Workshop in Oratory: Dominican School of Oral Communication (EDOCO).

- Diploma in Speech and Master of Ceremony: Dominican School of Oral Communication (EDOCO).

**PESONAL REFERENCES:**

Lic. Susana BuchelI,

Assistant Director of Representation, Senate of the Republic

Telf. ​​809-532-5561 ext. 5220, Cel. 809-519-3063

Dr. Elda Clase Brito

Bufete Notary Lawyer: "Brito and Associates Class"

Santo Domingo, D. N.

Telf. ​​809-221-5252

Lic. Wellington A. Arnaud Bisonó

Deputy D. N., Rep. Dom.

Chamber of Deputies

Telf. ​​809-535-2626, Cel. 809-712-9128