

ZAIRA PATRICIA LEONOR

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EDUCATION

ST. SCHOLASTICA'S COLLEGE - MANILA

*AB Mass Communication minor in Development Communication,
Cum Laude*

Best Thesis (Karbon: Advocacy Communication on the
Advantages and Disadvantages of Sem-Calaca Power Corporation)

COMPETENCIES

Writing for TV and Radio
Video Editing
Direction and Production for TV and Radio
Live Event Production
Photography
Communication Research

WORK EXPERIENCE

March 2022 - present	Immigration Officer II Media Team, Bureau of Immigration Immigration Regulation Division, Bureau of Immigration
November 2018 - March 2022	Immigration Officer I Media Team, Bureau of Immigration Immigration Regulation Division, Bureau of Immigration

Basic functions:

- (1) produce and execute live events, depending on a custom concept;
- (2) write press releases for dissemination to media;
- (3) take videos and photos of milestone events of the BI;
- (4) prepare video and photo materials for posting on social media, presentation on

- events, or for printing on books and magazines;
- (5) prepare orders for granting of downgrading of visas;
- (6) grant transfers of visa and arrival records to travel documents; and
- (7) grant corrections and amendments to arrival and departure statuses of foreign and filipino nationals.

October 2015 - November 2018 Immigration Officer I
 Port Operations Division, Bureau of Immigration

Basic functions:

- (1) interview arriving passengers to determine purpose and length of their stay;
- (2) interview departing Filipinos in compliance with the guidelines of the Inter-Agency Council Against Trafficking;
- (3) check documents of foreigners departing and determining if they have overstayed or have presented visa requirements;
- (4) check arrival and departure cards;
- (5) examine passports and travel documents for alterations and fraud detection;
- (6) keep up to date with current events, and legislation;
- (7) perform intelligence based activities from orders of NBI, Interpol, and NICA;
- (8) decide on the entry and exit rights of individual travelers; and
- (9) make arrangements for the exclusion and deferring of departure of passengers in breach of immigration laws.

June - September 2015 Media Staff, Confidential Agent
 Bureau of Immigration

August 2014 -
 May 2015 Copywriter / Customer Relations Officer
 Moldex Realty, Inc.

April - May 2013 Media and Communications Officer, Intern Kalikasan
 People's Network for the Environment

November 2012 -
 December 2013 Television Production Crew
 Nun Sense Makes Sense: A television show highlighting
 women's ventures in the society

TRAININGS ATTENDED

19 August 2021

Narcotics Trafficking Home Affairs Webinar Series on Immigration and Border Management, *Australian National University*

23 February 2021

Basic Computer and Software Literacy Webinar, *Center for Training and Research, Bureau of Immigration*

26 November 2020

Pocket Training on Fraud Detection for Immigration Officers, *Center for Training and Research, Bureau of Immigration*

25 August 2019

Consultation and Alignment Workshop on the Philippine Anti-Illegal Drugs Strategy Communication Plan, *Dangerous Drugs Board, Office of the President*

9 May 2019

Inter-Agency Messaging Workshop and Media Coaching, *Office of the Undersecretary for Strategic Communication and Research, Department of Foreign Affairs*

17 June 2019- 21 June 2019

Training Design and Development Course, *US Embassy, National Coast Watch Center Building*

November 2015 - January 2016

Basic Border Control Officers Course, *Bureau of Immigration*

September 2016

Seminar on Patriotism, Integrity and Professionalism, *Bureau of Immigration*

May - June 2014

Direct Dialogue Training for the Environment *Equality PH, Greenpeace Philippines*

April 2014

Good Media and Good Governance, *Communication Foundation for Asia (CFA)*

November 2013

Development, Ecology, and Feminism Seminar *Women's Ecology and Wholeness Farm St. Scholastica's College*

PAST ACTIVITIES

August - September 2013

Batang Malaya: Red Card Against Child Labor
A campaign launched with DOLE, FFW, ILO, and etc. as fight against child labor in the Philippines

April - May 2013

EnviVote: Environmental Vote 2013

An extensive research on the track record and platform of the 2013 senatoriables to determine who were considered environmentalists

October - December 2012

Project 2KinaBOOKasan

A special campaign launched to raise two thousand books for the library of a school in Marihatag, Surigao del Sur

AFFILIATIONS

2013 - 2014

Literary Editor

The Scholastican: The Official Publication of SSC-Manila
Production Crew, MasSCHOmm TV

2013 - 2014

2012 - 2013

Member, Amnesty International

2010 - 2014

Member, Communication Society

INTERESTS

Taking photographs, surfing the internet, watching TV series

REFERENCES

Available upon request