

Sheena Godinho

Paralegal

PROFESSIONAL BACKGROUND

Sheena joined Singleton Reynolds in August 2010 as a Paralegal in the Immigration department. Sheena has great ability to work independently and effectively multi-task several complex assignments/applications with tight deadlines and an in-depth ability to work with all clients, consult, convey information in an understandable manner focused on delivering the best client satisfaction.

Sheena has 18 years of Immigration experience, her core responsibilities consist of:

- Drafting of all personal and business immigration applications (Labour Market Impact Assessments, temporary work permits/visitor records/study permits from within and outside Canada, Permanent Residency applications through Express Entry and the Provincial Nominee Programs, Family Sponsorships and In-Canada and Outside Canada Spousal Sponsorships) from their initial phase until completion.
- Assisting in the preparation of Canadian Citizenship and Permanent Resident Card Applications;
- Drafting L1-A Petitions and DS160 applications and assist with the preparation of submission letters and assembly of documents;
- Researching document requirements for citizens of non-visa waiver countries when applying at overseas Canadian Consulates;
- Assisting with the preparation and processing of applications for Criminal Record Clearances and US Waivers; and
- Consulting with clients to outline the application process and address outstanding documents/information.

Sheena is fluent in Portuguese.



Immigration

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EDUCATION

Business Office Administration
and Bookkeeping Certificate