
DOMESTIC SUPERVISOR RESUME

Objective:

To develop new skills and abilities in the Domestic Supervisor field by filling position with established organization.

Highlights of Qualifications:

- Vast supervisory experience in import and export environment
 - Solid understanding of P & L's, budgets, payroll, financial reporting and expense control
 - In-depth knowledge of and experience working with the import and export regulations
 - Proficient in MS Office suite and database management
 - Familiarity with DDTC and U.S. Department of Commerce
 - Good understanding of the logistics and transportation industry
 - Excellent communication and organizational skills
 - Good mathematical, typing and data entry skills
 - Strong analytical and interpersonal skills
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Professional Experience:

Domestic Supervisor, August 2005 to till date
Ceva Logistics, Milo, MO

- Managed, supervised and trained customer service, data entry, dispatch and warehouse personnel.
- Ensured that all personnel are providing a high level of customer service to both internal and external customers.
- Managed departmental administrative tasks such as accounting, reporting and recordkeeping.
- Maintained cost control while handling recoveries, deliveries, and airline and agent selection.
- Conducted annual performance reviews for all staff within department.

Domestic Supervisor, June 2002 to July 2005
Barrick Gold Corporation, Milo, MO

- Supervised and supported and worked alongside the Domestic Team.
 - Allocated tasks, on a daily basis to the domestic team.
 - Delivered induction and appropriate training for members of the domestic team.
 - Ensured all invoices are processed upon receipt.
 - Reported any faults of equipment to the appropriate persons.
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Education:

Bachelor's Degree in Business Administration, Russell Sage College, Troy, NY

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