
Export Administrator Resume

Job Objective

Export Administrator looking for work with your organization starting today.

Highlights of Qualifications:

- Remarkable experience with international transactions and export compliance programs
 - Outstanding knowledge of the shipping procedures and the various documentation
 - In-depth knowledge of import and export compliance
 - Familiarity with Export Administration regulations (EAR)
 - Ability to summarize large volumes of data and technical material
 - Ability to understand, apply and communicate complicated federal regulations to individuals
 - Immense knowledge of the International trade and the related markets
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Professional Experience:

Export Administrator, November 2007 – Present
Superior Group Inc., City Of Commerce, CA

- Helped in the development of the curriculum by researching the grade levels and student populations.
- Implemented and supported the network and supported schools in introducing the new policies that are of international standards.
- Coordinated with the administrators, colleagues and the school staff to ensure the smooth functioning of the system.
- Assisted the network and the cluster teams for the classroom practices.

Export Administrator, December 2001 – October 2007
Pratt & Whitney, City Of Commerce, CA

- Coordinated with various departments such as shipping and procurement for the international shipment.
 - Planned the export processes in coordination with the ARDE.
 - Prepared all export documents required for sending goods to the international customers.
 - Collated information from the contract administrators and the program managers on the exporting of goods.
 - Interpreted and followed the export procedure as per the customer's contract.
 - Monitored the shipment with the help of the freight forwarders.
 - Approved for payments on the freight invoices and the other invoice payment issues.
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Education:

Bachelor's Degree in International Business, Houghton College, Houghton, NY

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