
Import Export Specialist Resume

Job Objective

Seeking a position with a growing company where my training as an Import Export Specialist, education and experiences can be put to good use.

Highlights of Qualifications:

- Remarkable experience of state, federal and international import and export laws
 - Proficient with Oracle, and PIMS applications
 - Amazing ability to coordinate with diverse personalities
 - Outstanding ability to manage in fast work environment
 - Superior customer service skills
 - Excellent verbal and written skills
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Professional Experience:

Import Export Specialist
Volvo Group, Fitchburg, MA
May 2006 – Present

- Handled customer orders and international shipments.
- Coordinated about availability and shipping information.
- Managed with transportation carriers.
- Formulated documents needed to move goods quickly.
- Maintained compliance with import, export and transport rules.

Import Export Specialist
HD Supply, Fitchburg, MA
March 2003 – April 2006

- Coordinated with multiple divisions of HD Supply.
 - Reviewed export documentation process.
 - Imparted information about export compliance policies.
 - Handled daily export compliance issues.
 - Collaborated in customs audits.
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Education:

Bachelor's Degree in Business Administration
Western Oklahoma State College, Altus, OK

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