
IMPORT SPECIALIST RESUME

Summary:

A highly motivated and enthusiastic individual with broad and proven experience; highly articulate and an effective communicator; works well with individuals on all levels; recognized as a resource person, problem solver and team player; possesses excellent interpersonal skills and performs cross-functional team interactions to collaborate regarding tasks; has knowledge in importation and customs control, foreign relations, immigration and point of entry; has the capacity to strictly enforce safety and compliance with importation rules and regulations; possesses the capacity to direct and assist assigned staff in performing operations, strict analysis and evaluation of goods in and out of the country, as well as appended documents; possesses good leadership qualities and has excellent interpersonal and communication skills

Professional Experience:

Customs Import Specialist January 2007 – present
Benchmark Staffing, Albany, NY

Responsibilities:

- Requested laboratory testing and analysis of merchandise as needed
- Interviewed importers and examined their records to verify integrity of invoices

Assistant to Import Specialist May 2004 – December 2006
Livingston International, Valley Stream, NY

Responsibilities:

- Notified other governmental agencies responsible for particular import inspection
- Issued and denied permits to release imported merchandise for delivery
- Appraised seized and unclaimed merchandise to be sold at public auction
- Advised, secured qualified witnesses and evidence, and appeared as a government witness

Office Staff- Import February 1999 – May 2004
Adecco, San Diego, CA

Responsibilities:

- Requested laboratory testing and analysis of merchandise as needed
- Interviewed importers and examined their records to verify integrity of invoices

Assistant to Import Specialist May 2004 – December 2006
Livingston International, Valley Stream, NY

Education:

Master of Science in Management
Stanford University, CA, 1999
Bachelor of Science Business Administrations
Stanford University, CA, 1997

Skills:

- Driven and determined
- Good communication skills, both written and verbal
- A creative approach to new campaigns
- Good negotiating and interpersonal skills
- Strong organizational skills
- Good numeracy skills and a knowledge of statistics
- A high standard of computer literacy

Awards and Honors:

Senior Member, MBA Association, 1999
Dean's Lister, Stanford University, 1994

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