
Trade Officer Resume

Job Objective

In search of a position as a Trade Officer with an established facility looking for quality minded employees who can help enhance the organization and contribute to its growth.

Highlights of Qualifications:

- Remarkable experience at the previous GS-14 level, in providing and managing trade law enforcement
 - Good communication skills
 - Superior decision making and negotiation skills
 - Excellent organizational and interpersonal skills
 - Outstanding ability to work effectively within a team in a high volume and changing work environment
 - Uncommon ability to establish priorities and use initiative
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Professional Experience:

Trade Officer
Morgan Stanley, L Anse, MI
August 2005 – Present

- Managed subordinates who inspect, investigate and audit the trading process.
- Coordinated with assistant trade commissioners and port directors.
- Created procedures for ensuring that daily operations among all trading departments are integrated.
- Ensured compliance with trade laws.

Trade Officer
Professional Corporate, L Anse, MI
May 2000 – July 2005

- Coordinated processing of allocated trade products.
 - Ensured timely release of intimation memos, debit and credit advices in all cases.
 - Coordinated with other banks for advising of letters of credit.
 - Maintained and Updated import bill register for Branch.
 - Maintained export bill register for Branch.
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Education:

Bachelor's Degree in Business Administration
Marian University, Fond du Lac, WI

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