
TRADE SPECIALIST RESUME

Summary:

A highly motivated individual with extensive background in international trade operations and deploying compliance policies; with a strong knowledge of import and export regulations, costs and laws; possesses strong knowledge in audit practices; a self-starter with the ability to meet deadlines without compromising quality, can prioritize and multi-task; can adjust to a fast paced changing environment; with excellent communication skills.

Professional Experience:

Trade Specialist January 2007 – present
ABC Inc, Dallas TX

Responsibilities:

- Classified products for import and export using according to international tariff regulations.
- Ensured global import, export and supply chain security compliance by implementing international trade data.
- Assisted in training and providing project-specific expertise to our internal customers.
- Prepared responses to customer requests in a timely manner.
- Obtained documentation and information necessary for supply chain security.

Trade Specialist May 2004 – December 2006
Brandon & McMahon, Inc. Dallas, TX

Responsibilities:

- Maintained records of import, export and supply chain compliance in accordance with government regulations.
- Reconciled discrepancies and audit import and export documentation to ensure compliance and accuracy.
- Distributed performance reports to measure supply chain compliance programs.
- Developed policies and procedures to assure compliance with import and export laws.
- Performed other work-related duties when assigned.

Trade Specialist February 1999 – May 2004
Brent Inc, Campbell, TX

Responsibilities:

- Classified products for import and export using according to international tariff regulations.
- Ensured global import, export and supply chain security compliance by implementing international trade data.
- Assisted in training and providing project-specific expertise to our internal customers.
- Prepared responses to customer requests in a timely manner.
- Obtained documentation and information necessary for supply chain security.

Trade Specialist May 2004 – December 2006
Brandon & McMahon, Inc. Dallas, TX

Education:

Bachelor of Science in Business Administration
Yale University, CT, 1999

Skills:

- Vast experience in international trade and compliance laws
 - Strong knowledge and with import and export regulations
 - Strong knowledge in audit practices
 - Excellent communication skills
 - Training and motivational skills
 - Can adjust to a fast-paced, changing environment
 - Knowledgeable in Microsoft Office and other computer applications
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Professional Affiliation:

Member, Trade Promotion Management Association
Member, Trade Marketing Association

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