

MOLLY I. HARRIS

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EXPERIENCE

Logistics Coordinator

June 2015—present

Tecumseh Products Company, Ann Arbor, Michigan

- Book outgoing shipments and send routing information to Tecumseh’s shipping department to coordinate timely deliveries
- Draft commercial invoices and packing slips to ensure compliance with U.S. and foreign trade regulations
- Schedule pick-ups for headquarters and customer drop shipments
- Prepare NAFTA and country of origin certificates at customers' requests
- Prepare importer security filings (ISF) for inbound ocean freight

Sales Floor Team Member

Target, Ann Arbor, Michigan

September 2009—February 2016

- Versatile experienced team member; proactively assisted customers with questions; merchandised new and existing product according to company standards
- Oversaw Back-to-School and Christmas departments; merchandised product to create full-looking shelves, in addition to providing customer service in the area
- Led 2014 inventory preparation team to organize items to ensure accurate product counts

Intern

Association of Defence Counsel—ICTY

May 2008—July 2008

- Performed legal and factual research in preparation of final trial brief to be presented on behalf of a defendant appearing before the International Criminal Tribunal for the former Yugoslavia

EDUCATION

JD, University of Detroit Mercy, 2009

BA, Eastern Michigan University, 2004