

**Amika Gilkey**

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**Summary**

- Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
- Extensive computer training, including knowledge of multiple networking environments and business software packages.
- Skilled in working individually and within group environments
- Demonstrated achiever with exceptional knowledge of business practices, and trade regulations.

**Education**

- Masters Degree in Business Administration** 2007  
University of Phoenix, Wichita, KS campus
- B.A. Degree in Psychology** 2004  
University of Kansas, Lawrence, KS

**Career History & Accomplishments**

- Trade Compliance Specialist, Textron Aviation** *Currently*
  - Experience with managing direct reports, involved in hiring process for aftermarket import/export group
  - Work with members of IT to improve import/export processes
  - Displayed ability to communicate with individuals from all levels of the company
  - Project manager for AESDirect to ACE transition involving multiple levels within organization and resulting in minimal disruption with customer's shipments.
  - Training coordinator - Provide training to new import/export employees and customers participating in import/export transactions as well as maintain training report and submit to Textron Corporate the groups quarterly conducted training.
  - Provided support with team to aid in completion of their projects
  - Finance – make monthly payment of customs and broker fees through our periodic monthly statement process
  - Reviewed company compliance with all applicable customs laws and procedures.
  - Received Textron Six Sigma Greenbelt Certification
  - Completed and passed Customs Broker Exam in pursuit of Customs Broker License
- Administrative Assistant, Express Personnel** 2005-2006
  - Handled administrative functions for several members of management
  - Assisted in preparing documents.
- Administrative Assistant to the Vice President, Adecco** 2003-2004
  - Monitored quality of products before entering consumer markets