

Ellen Weber

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EXPERIENCE

A.O. Smith Corporation
International Specialist

Nashville, TN
August 2016 – October 2018

- Coordinate Air and Ocean bookings for multiple A.O. Smith facilities.
- Prepare Export documentation according to U.S. Customs standards
- Produce Letter of Credit documentation in-house for bank presentation.
- Conduct post-entry audits for import shipments.
- Establish SOPs and Reference Guides for the department.
- Created an Access database for logging shipment data and now manage the preparation of monthly reports of both Export and Import statistics.
- Audit freight invoices and freight forwarder documentation for compliance.
- Assist with SAP testing and implementation across facilities.

V. Alexander & Co.
Import Operations Lead
Import Operations

Nashville, TN
January 2016-July 2016
January 2014-December 2015

- Prepared and processed import documentation in accordance with U.S. Customs Standards and Regulations
- Collaborated with foreign shippers to ensure proper import processes are adhered to
- Communicated with ocean carries and port terminals on behalf of the client
- Tracked and traced shipments from port to port and ultimately to the client's door
- Dispatched inland transportation cost effectively and efficiently
- Troubleshooting and problem resolution in a fast-paced environment

U.S. Commercial Service- Nashville Export Assistance Center
International Trade Intern

Nashville, TN
May-December 2013

- Helped small to medium companies grow their global business through exporting
- Provided export trade reports to clients on current trade statistics
- Conducted extensive market research for a specific product or industry and advised companies whether or not to enter a particular foreign market

CERTIFICATIONS

Certified Customs Specialist
Export Control Specialist™

June 2015 – Present
October 2015-Present

EDUCATION

Belmont University
Bachelor of Business Administration
GPA 3.4
Rose Park Merit Scholarship

Nashville, TN
Graduated December 2013