

# KELLEY N. FLEES

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www.kelleyflees.com

## Professional Summary

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Experienced Import/Export Coordinator with over 7 years of experience in the manufacturing industry. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits.

## Skills

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- Leadership
- Import/export requirements knowledge
- Problem resolution
- Project management
- Policy and procedure improvements
- Data collection and analysis
- Risk assessments
- Experience with ACE (Automated Commercial Environment)
- Custom Broker communication and relationship building
- Strong numerical and analytical skills
- Keen attention to detail
- Bilingual: Intermediate Spanish: speaking and writing
- Defense and manufacturing industry experience

## Work History

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**Lead Export/Import Coordinator 2** 03/2019 to Current

**Huntington Ingalls Industries-Newport News Shipbuilding** – Newport News, Virginia

- Coordinated efforts of 3 team members engaged in Import project for solution development to hurdles to Submarine Assembly Machine delivery.
- Facilitated training to educate employees concerning requirements and obligations of cross-border-movement of goods for a Defense Contractor with a focus on the Defense Acquisition Regulations (DFARS) flow-down.
- Established and documented the valuation method for unique transactions including HTS classifications.
- Responsible for vetting all foreign-sourced quotes, purchase orders and modifications details including terms, valuation, logistics and duty-free entry practices.
- Monitored liquidation status in ACE to arrange post-summary correction projects for purchase orders averaging ~4 million.
- Saved \$6K annually by researching and implementing broker communication for all imports as a cost-saving initiative and creating fresh new approaches to long-standing problems.

**International Parts & Accessories Coordinator**

11/2009 to 12/2014

**E-Z-GO, A Textron Company** – Augusta, Georgia

- Managed daily international shipment schedule including packing specifications and special markings.
- Arranged 20 daily shipments: containers (FTL/LTL), Air (FedEx/DHL), and via truck direct to distributor/dealer or third-party.
- Provided personal freight quote service to save customers \$100+ on freight for each LTL Air shipment.
- Arranged 20/40' ft containers monthly at 40,000 kilos including some hazardous due to paint or batteries.
- Processed customer orders, initial order receipts, order entry, sourcing escalation, back-orders, and logistics for golf-car parts in response to customer needs.
- Performed detailed research and communication with multiple warehouse and billing clerks to accurately report monthly sales to Parts VP-annual sales totaled ~\$1 million.

## **Finance Specialist 1**

03/2006 to 06/2009

### **Conagra Foods Inc.** – Omaha, Nebraska

- Processed ~75 - 100 incoming payments daily from various sources-ACH wires, checks and lock box.
- Worked with credit/debit specialists to resolve cash on account and short-pay problems, improve operations and provide exceptional customer service.
- Managed daily invoice delivery for ~100 domestic and international customers.
- Meticulously identified and rectified inconsistencies, deficiencies, and discrepancies in documentation.
- Supervised daily correction billing process for customers and mills; researched and resolved special customer service billing requests.
- Communicated with nation-wide mills and sales team to maintain inventory accuracy.

## **Invoice Specialist**

09/2000 to 07/2003

### **Total Fire Group** – Dayton, Ohio

- Trained and mentored warehouse employees on accounts receivable system and policies to build cohesive groups and promote operational performance.
- Worked with nation-wide sales team to resolve billing problems, improve operations and provide exceptional customer service.
- Coordinated efforts of 20 team members engaged in automated-billing project for solution development hurdles to single-billing for multiple product purchases and delivery.
- Performed various month-end billing projects to meet sales goals including performing month-end closing procedures.
- Promoted consistent accuracy of billing information by reconciling 15 accounts monthly.

## **Education**

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**Master of Science: Business Management**  
**Bellevue University** - Bellevue, NE

2021

**Bachelor of Applied Science: Business Administration**  
**Bellevue University** - Bellevue, NE

2007

## **Certifications**

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- Certification: Transportation and Logistics (CLT) - Association for Supply Chain Management (APICS) May 2015
- Certified Classification Specialist (CCLS) December 2017

## **Affiliations**

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International Compliance Professionals Association (ICPA) Member: 2017 - Present