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| Velma Jackson | 2902 Ventura DriveScotts Valley, CA - 65874Phone residence: 456-789-1235Phone Cell: 965-457-6958Email: velmajackson@example.com |
| Career Objective |
| Velma is a fresh and talented MBA with a specialization in Marketing and is willing to have an opportunity to work in a freight forwarding agency. Her focus is to enhance her marketing skills while working with experienced colleagues in a challenging environment. |
| Education |
| Master of Business Administration (MBA)California State University Long Beach | GPA: 3.8 | 2009 – 2013California (CA) |
| Freight forwarding skills | * Have designed different formats of Airway and many other types of bills used in import-export business
* Full grip on the import / export matters
* Knowledge of sea, road, and air shipments
* Total awareness of the law governing import-export
* Knowledge of various cargo companies
* Awareness of the amount of custom duties on various articles
* Have maintained a list of articles (goods) those are generally exported and imported in the state
* Ability to work in a fast and challenging environment
* Skill of making effective presentations
* Customer care skills
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| Personal Skills | * Well organized
* Regular reader of various related publications
* Excellent communicator
* Good listening skills
* Social activities
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| Hobbies and Interests | * Long drive
* Music
* Playing Soccer
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| Achievements and Awards | * Student of the year award – 2011
* MBG Award winner for the year 2012
* Have participated in the expo seminar - 2013
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| References | Will be provided on request |