|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 – 2013  California (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 | | | |
| Personal Skills | * Well organized * Regular reader of various related publications * Excellent communicator * Good listening skills * Social activities | | | |
| Hobbies and Interests | * Long drive * Music * Playing Soccer | | | |
| Achievements and Awards | * Student of the year award – 2011 * MBG Award winner for the year 2012 * Have participated in the expo seminar - 2013 | | | |
| References | Will be provided on request | | | |