

CARMEN COOK
5180 W. Point Loma Blvd
San Diego, CA 92107
(619) 252-6246

QUALIFICATIONS/ SKILLS:

- Coordinated Import/Exports of Steel and Electronics
- Researched Int'l Trade Regulations
- Supervised Shipping and Receiving
- Organized Events and Community Activities
- Executed Various Reports- Production, Shipping, Sales Projections, Budget, and Inventory
- Computer Literate: Typing, Microsoft Office.
- Prepared Export Documentation
- Managed Customer Service issues
- Experienced with Government Procurements
- Negotiated Sales Quotations
- Processed Letters of Credit
- Performed General Clerical duties
- Fluent in Spanish Word, Excel, WP,

EDUCATION/

PROFESSIONAL TRAINING:

A.S. International Business, 1991
GROSSMONT COLLEGE

Seminar-NAFTA -PROSEC –PPS, Feb 2001
WESTERN MAQUILADORA ASSOCIATION

NAFTA Regional Value Content, Aug 1994
BORDER TRADE ALLIANCE
UNITED STATES CUSTOMS SERVICE

Transportation of Hazardous Materials Cert., Nov 1990
QUANTAS AIRLINES

Paralegal A.S.- ABA Approved Aug. 2006
CUYAMACA COLLEGE

B.A. International Business, 1994
SAN DIEGO STATE UNIVERSITY

Economic Summit, Oct 1997
S. SAN DIEGO ECONOMIC DEVELOPMENT COUNCIL

Seminar for Export Control and Licensing, Oct 1990
DEPARTMENT OF COMMERCE
INTERNATIONAL TRADE ADMINISTRATION

Travel Agency and Tourism, Feb 1990
ASSOCIATED SCHOOLS, INC., FLORIDA

EXPERIENCE:

HALF MOON MARINA: Marina Assistant for Dockmaster Feb. 2007- Nov. 2008
Clerical, AP, Sales, Customer Service, Boating Industry, Property Leasing Tenant issues.

SAN DIEGO FAMILY JUSTICE CENTER- INTAKE CASE WORKER
Jan 2007- Mar. 2008 – Provided support in crisis situations interfaced with general public, multiple agencies and legal programs.

OKAYA (USA), Inc.-San Diego, CA Jul 98- Jul 01

Established Japanese International Trading Company servicing the Maquiladora Industry.

Assistant, Instrumental in the opening of two-person San Diego Sub-branch. Responsible for all clerical duties. Coordinated the purchases, sales, inventory control, and logistics of raw materials for manufacturing customers. Provided Legal Research and Language assistance for compliance of NAFTA regulations in the dissolution of the Mexican Maquiladora Program and the establishment of PROSEC- PPS 2001 program.

SANYO ENERGY CORPORATION-San Diego, CA
Customer Service/ (Stockroom Supervisor), May 98- Jul 98

MOS MAGNETICS-Chula Vista, CA
Administrative/Sales Assistant, Sep 94-Jan 95

WORLD TRADE ASSOCIATION-San Diego, CA
Intern, Sep 90-Jan 91

PROFESSIONAL LABOR RELATIONS, INC.-La Mesa, CA Secretary, Summer 1989

IMPORT/EXPORT- LOGISTICS

UNICORN ANTIQUE MALL-San Diego, CA
Manager of Rental Space, Jan 95- Jan 98

DEPARTMENT OF THE NAVY-San Diego, CA
Clerk, May 90-Aug 94

AMERICA'S SHOPPING CHANNEL-El Cajon, CA
Telephone/Studio Operator, Aug 89-Jan 90