**Viktoria Oskina**

561-806-9339 j viktoria.oskina.fl@gmail.com j Deerfield Beach, FL

**IMPORT/EXPORT/LOGISTICS COORDINATOR**

Fluent in Russian, Ukrainian, and English | Upper-intermediate in Spanish | Incoterms

Import/Export | Market Research | Activity Supervision | Optimization of Terms | Cost Reduction | Oracle E1

**EDUCATION:**

Lynn University, Boca Raton, FL (August 2015)

Master of Business Administration in **International Business** (GPA 3.8)

Bachelor of Science in **Civil Law** (February 2005)

Odessa National Academy of Law, Odessa, Ukraine

**EXPERIENCE:**

Randstad US, assigned to Toyota Tsusho America, Dania Beach, FL.

**Sales Administrative Assistant** (March 2016 – May 2016)

Responsible for coordinating export shipments to customers located in Latin America, Central America, and Caribbean regions

* Liaison between the warehouse, sales force, forwarding companies, and the customer to ensure accurate and on time deliveries
* Prepared the documentation for courier, air, and sea shipments in Oracle Enterprise 1 system
* Optimized internal procedures and documentation to be more effective
* Filed CBP 7512 forms in Integration Point

Agro-Technologies LLC, Kiev, Ukraine

**Import Manager** (April 2008 – May 2014)

Reported directly to CEO and Investors. Collaborated with U.S. and Global manufactures and dealers with import/export and distribution of agricultural equipment. Placed orders, coordinated payments, shipping schedules, and transportation processes, tracked after-sale warranty claims

* Re-structured international trade process increasing functionality with 24/7 supervision
* Identified, analyzed, and settled discrepancies in accounts payable resulting in saving over

$ 7,000 in FYE 2013

* Negotiated optimal ocean and air freight rates and shipment terms with domestic and foreign companies
* Identified and implemented specific state regulations and permits accelerating clearance through customs
* Reduced operational costs by approximately $200,000 during my entire tenure

BETEC LLC, Kiev, Ukraine

**Import Manager** (Commercial growing of berries, 500 acres) (June 2009 – May 2014)

* Researched seedling and equipment producers of the U.S. and European markets for investors review
* Initiated negotiations with the U.S. and European suppliers as onsite expert
* Launched international trade functionality purchasing and supplying seedlings and equipment
* Pioneered and implemented transportation and customs clearance of advanced challenge cargo (seedlings and oversized equipment)

L’Oreal Ukraine, Kiev, Ukraine

**Administrative Assistant** (November 2006 – February 2008)

Managed staff schedule including meetings and travel arrangements for CEO, CFO and Logistics Manager, first point of contact for staff visa support

* Negotiated optimal cost and delivery terms with the office suppliers, monitored timely A/P payments to these suppliers
* Adjusted clients and suppliers contracts in accordance with internal procedure

Across Pacific Bulkers LLC, Nikolaev, Ukraine

**Freight Specialist** (October 2003 - November 2004)

Matched vessel and bulk cargo, negotiated optimal delivery and cost terms between vessel and cargo owners to ensure quick and efficient transition

* Monitored freight rates to determine current global market trends
* Negotiated initial freight offers between vessel and cargo owners