

Mona Taylor
703 Joppa Farm Road
Joppa, MD 21085
Home (410) 679-5825
Cellular (443) 857-9501
Email: motaylor12@yahoo.com

Career Objective:

Employment with an organization which allows me to utilize my professional skills to the fullest, while offering career advancement and personal growth.

Education:

August 2008 -
Present

*Anne Arundel Community College
Certificate – Transportation & Logistics Program
Working towards Master of Arts in Transportation & Logistics -UMBC*

December 1996

Bachelor of Science, Elementary Education

*Towson University
Towson, Maryland
State of Maryland Certification – grades one through eight
Major G.P.A. – 3.7, Graduated **Cum Laude**, G.P.A. – 3.2*

September 1991 -
December 1992

*San Francisco State University
San Francisco, California
44 credits, General Education*

Honors:

1995 and 1996

Dean's List, Senatorial Scholarship

Employment:

August 2006 –
Present

CHB Entry Writer: DHL Global Forwarding

*Glen Burnie, Maryland
Processing entries to US Customs/OGA and arranging delivery to importers. Specialize in commodities such as alcohol and textiles. Familiar with different types of entries such as FTZ, T&E or section.*

February 2003 -
August 2006

Customs Compliance Analyst: Saks Fifth Avenue / Saks Incorporated

*Aberdeen, Maryland
Reviewed commercial documentation to ensure compliance with US Customs/OGA Regulations in order to expedite clearance and delivery to final destination.*

Mona Taylor

Page 2

Assigned tariff classifications to merchandise on purchase orders. Initiated post entry adjustments with broker/US Customs and follow up.

*January 1999 -
January 2003*

Import Specialist: C J International, Inc.

Baltimore, Maryland

Cleared shipments through US Customs and/or OGA and arranged delivery to final destination. Customer service to different types of importers, including marble/granite, food products, furniture, etc.

*July 1997 –
January 1999*

Licensed Real Estate Assistant: Robert Krach, RE/MAX

White Marsh, Maryland

Assisted realtor in all transactions involving the sale of residential or commercial property, including listing or showing property, loan applications and attending settlements.

*July 1994 -
July 1997*

Receptionist: RE/MAX Results Realty

White Marsh, Maryland

Processed new listings, sales and settlements. Answered phones on a multi-line switchboard. Made appointments for realtors to show property on the market. Assisted and greeted customers.

*May 1993 -
April 1994*

Receptionist: Jiffy Lube Association of Franchisees

Pikesville, Maryland

Answered phones. Handled incoming/outgoing mail. Typed articles for monthly newsletter.

*May 1992 -
January 1993*

Manager: The Snack Factory

San Francisco, California

Assisted customers. Took inventory. Trained employees. Worked on cash register. Made bank deposits.

*September 1991 -
March 1992*

Cashier: Natural Sensations

San Francisco, California

Worked on cash register. Assisted customers.

**Computer Knowledge
and Skills:**

Windows XP, Microsoft Applications (Word, Excel, Access). Knowledge of International Trade Laws, Customs, FDA, USDA and Fish and Wildlife Regulations.

References:

Available upon request