

María Elena Quirós Madrigal

Mobile 1(720)390-2146

Nationality: Costa Rican – valid work permit

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I have worked and specialized as an International trade advisor, coordinating and scheduling the shipments logistics, Air, maritime and by land, entering to the system customs (TICA) transmission, following up on the exports and imports agreements, notifying to the to customers the status of their shipment. As customer service customs agent, I advise to my clients the best options of handling their shipment, nationalization of the load, and negotiations with the different tax warehouses according to their needs. And Coordination of deliveries to the client's warehouses, inventory management and transit in cargo coordination.

EDUCATION

- 1977 El Roble School, Puntarenas, Costa Rica
Certificate of completion of Primary Education
- 1984 Colegio Professional Technical College of Puntarenas, Costa Rica
Associate Degree in Executive Secretary
- 1986 Isthmus Studies Center, San Jose, Costa Rica
Complete course the 5 level English
- 1987 North American Costa Rica Cultural Center, San Jose, Costa Rica
Complete the 3 level courses of English
- 1993 C.A. Mind Control
EXCELLENCE SALES Course
- 2000 American University in Costa Rica
Studies in Business Administration complete 4 level Basic
- 2005 Instituto Nacional de Aprendizaje, San Jose, Costa Rica
Professional export technician.

COMPUTER SKILL

Windows, Microsoft Office – Word, Excel, Power Point, Customs Transmissions TICA (Costa Rica) and complementary applications.

WORK EXPERIENCE

ACME REVIVAL

Nov 2020 -July 2021

Fulfillment coordinator

Coordinate the company's logistics, knowledge Receipt of packages, review, preparation and shipment of them. Customer service, scheduling, staff management, planning the daily operations.

QQB LOGISTICS

April 2015 – October 2019

General Manager

Coordinate the company's logistics, shipments, Air, maritime and by land, customs (TICA) transmission, follow up on the exports and imports agreement, notifications to customers of the status of their shipment and liquidations, customer service, scheduling, staff management, cash management, daily income, expenses and cash flow analysis reports. Coordinate the planning of all operations in and outside of the company.

CONTINENTAL SERVICES & CARRIERS

September 2013 - March 2015

General Manager

Coordinate the logistics, shipments, Air, maritime and by land, customs (TICA) transmission, follow up on the exports and imports agreement, notifications to customers of the status of their shipment and liquidations, customer service, scheduling, staff management, cash management, daily income, expenses and cash flow analysis reports. Coordinate the planning of all operations in and outside of the company.

URGENT CARGO COMPANY OF COSTA RICA (QUICK SHIPPING)

2011 - 2013

Logistics Advisor in International Commerce

Sales and customer service, follow up and coordination of the logistics, shipments, Air, maritime and by land of the exports and imports agreements, notifications to customers of the status of their shipment and liquidations

CORPORACION AEROMAR, S.A.

2004 - 2011

Department of Operation and Air Traffic and Logistics Consulting in International Commerce Trade.

Consulting in Logistics in International Commerce and Tax Warehouses, the advisory in Customs and International Transportations, follow up on clients' needs and constantly give the status of their exports and imports agreements, in tax Warehouse managed the inventory management of the clients the in/out they requested the customs, the coordination with the government customs agents the prepare the tax and rate for the products that the client imported.

ON MY WAY OF COSTA RICA

2003 - 2004

In charge of the Department of Operations and Traffic, Maritime, Air and Land.

Sales and customer service, follow up and coordination of the logistics, shipments, Air, maritime and by land of the exports and imports agreements, customs (TICA) transmission notifications to customers of the status of their shipment and liquidations

REYCOM, S.A.

1999 - 2004

Different positions from Assistant Manager, Operations Manager and Sales Representative.

Charge of the company's logistics, customer service, scheduling, staff management, cash management, daily income reports, expenses and cash flow analysis. Coordinate the planning of all operations in and outside of the company. Prepared the income, payroll reports and assist with cash flow analysis.

LANGUAGE

Fluent in Spanish

English grammar 50% and in conversation 50%

REFERENCES

-Alejandra Guerra (310)218-65-77 ACME REVIVAL

-Mr Anster Grudd, Corporate Sale agent, COMCAST Phone 1-303-204-5986

-Mr. Jorge Ulloa, EL COCO TAX STORE, GTE FISCAL STORAGE OPERATIONS

Phone (506) 89376233

-Mrs. Jeannette Piedra, Human resources manager, CORPORACION AEROMAR, S.A Phone (506) 2247-0440

-Private Engineer and Architect, Ronny Morris, Phone (506) 8332-5343