

# NADZEYA MIZAVETS

## CONTACT

PHONE:  
773-691-4476

EMAIL:  
NadzeyaMizavets@gmail.com

LINKEDIN:  
[www.linkedin.com/in/nadzeya-mizavets](http://www.linkedin.com/in/nadzeya-mizavets)

## PROFILE

Growth-focused leader with demonstrated success providing organizational and client support. Adept at collaborating with members of diverse teams to achieve rigorous goals by streamlining processes and increasing efficiency. Proven success in enhancing productivity by maintaining high levels of accuracy and independent resolution of complex customs compliance and transportation issues.

## AREAS OF EXPERTISE

- Multilingual (English, Russian, Polish)
- Client Relations
- Process Improvement
- Project Oversight
- Staff Training & Development
- Database Management
- Data Analysis & Reporting
- Issue Resolution
- MS Office Suite (Excel, Word, MS Outlook, etc.)

## LICENSES & CERTIFICATIONS

- Customs Broker License, 2021

## EDUCATION

- B.A., Communication, 2015 - Minor in Germanic Studies - University of Illinois, Chicago, IL
- A.S., Accounting & Business Administration, 2012 - Triton Community College, Chicago, IL

## PROFESSIONAL EXPERIENCE

### **Vista Outdoor, Rantoul, IL** **International Trade Specialist, LCB**

01/2021 – current

Maintained and communicated international trade compliance procedures to help employees adhere to laws & regulations governing the importation & exportation of commodities. Worked with internal customers to support and provide guidance on international trade compliance. Oversaw external brokers/freight forwarders to ensure compliance with HTS, valuation and duties verification, and import/export documentations. Oversaw qualification process for GSP, USMCA, other FTAs. Assisted in submitting applications for export licenses, and other requests for authorization. Managed communications with federal agencies.

- Successfully established and maintained product database that promoted brokers' compliance to reduce discrepancies in entry submissions. Developed EPA procedure for import shipments.

### **Fuel Transport Inc, Chicago, IL** **Logistics Agent**

11/2019 – 08/2020

Coordinated and confirmed scheduled appointments with internal team, carriers, suppliers, and clients to ensure timely freight movements. Monitored and followed-up on timely pickups and deliveries. Recorded, maintained, and provided daily tracing reports to customers. Learned new logistics IT systems to answer and support all inquiries from internal Carrier Sales Managers and Dispatchers. Performed other tasks as a general support to the well-being of the operations.

- Fast-tracked from Support Agent to Logistics Account Specialist to manage, plan and coordinate logistic movements with existing customers. Excelled in fast-paced environment resolving freight movement issues.

### **Mediterranean Shipping Company (MSC), Chicago, IL** **Assistant Manager in Export Logistics**

09/2018 – 11/2019

Developed, optimized, and ensured growth of global accounts. Oversaw daily operational functions ensuring effective management, completion of tasks, and achievement of revenue goals. Supervised, mentored, and evaluated staff. Drove Key Performance Indicators (KPIs) to ensure client satisfaction and achievement of revenue targets. Developed and implemented Standard Operating Procedures (SOPs) to increase productivity. Commended for balanced judgement, organizational skills, ability to work effectively under pressure, and capacity to drive consensus among team.

- Improved existing training for new hires. Facilitated high-impact training to increase technical knowledge of staff in export traffic resulting in improved service to clients.

### **Mediterranean Shipping Company (MSC), Chicago, IL** **Export Logistics Coordinator**

04/2015 – 09/2018

Ensured seamless, smooth, and complete flow of goods. Analyzed client needs, designed customized shipping solutions, and procured bookings for large-scale shipments. Prepared quotes and export documents verified accuracy of contracts, and processed bills of lading. Reviewed documents for compliance with regulatory bodies. Primary point of contact for clients. Provided timely feedback and guided clients through all aspects of freight movement. Maintained knowledge of shipping regulations to resolve complex issues. Synthesized and reported data to support executive-level decision-making.

- Top Performer; earned 2nd placed in company-facilitated commercial skills development exercise held in New York. Advanced to role of increased scope and accountability advancing from Export Logistics Coordinator to Assistant Manager in Export Logistics