

Pam Hamilton

100 Good Ridge Drive
Florence, KY 41042
Cell 859-307-6601

Email pl1hamilton@yahoo.com

QUALIFICATIONS

- Twelve years of experience in U.S import and export compliance, order fulfillment: including receiving, inventory placement and control, same day shipping.
- Ability to plan for staffing requirements, and effectively set and manage team performance goals.
- Advanced knowledge of International Air Transportation Association, Department of Transportation, Department of Defense, Federal Aviation Administration, OSHA requirements Experience in 5S operations.
- Current AED-CPR certification.
- Current IATA-DOT certification.

PROFESSIONAL EXPERIENCE

COMAIR INC. Erlanger, KY November 1996 to December 2008

Transportation Supervisor

As Shipping Lead Specialist, I was responsible for the distribution and receiving of replacement and scheduled maintenance airplane parts from the Comair corporate part warehouse to smaller Comair hubs nationwide. I am responsible for a 2.5 million dollar annual transportation budget incorporating use of UPS, FedEx, and internal Comair shipping methods.

Responsibilities included:

- Review all documentation required for International and Domestic shipping.
- Supervising the fulfillment of over 250 daily requests for parts shipments.
- Running inventory, auditing and replenishment reports using Trax, a Comair corporate inventory control system.
- Conduct training, supervision, performance reviews, payroll and problem resolution for between 15 and 40 employees.

Accomplishments:

- Created a corporate reference manual and training program for U.S Customs and Dangerous Goods shipping.
- As a team member of strategic planning, realized greater operating efficiencies by inventory placement and management.
- Advancement from Parts Inventory Clerk to Shipping Lead Specialist then Transportation Supervisor.
- Lead member of Comair Corporate Safety Group

Professional Experience (cont) Pam Hamilton

SHELL OIL COMPANY, Florence, KY February 1986 to September 1996

Assistant Manager

As Assistant Manager, I was responsible for the daily operation of two stores.

Responsibilities included:

- In charge of all accounts payable and receivable.
- Scheduling of between 20 to 30 employees
- Employee hiring and performance appraisals.
- Problem resolution for employees.
- Inventory ordering and control.
- Daily bank deposits
- Employee training.

Accomplishments:

- Advancement from Store cashier to Assistant Manager.

EDUCATION / SKILLS

Boone County H.S. Burlington, KY Diploma 3.75 GPA
Xavier University Cincinnati, OH Course study
Thomas Moore Crestview Hills, KY Course study
IATA and DOT Certification
Project management Certification
Forklift Operation Certification
AED-CPR Certification

Experienced in Microsoft, Works, Excel, and PowerPoint.