

JODY LEBLANC

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EXPERIENCE

Universal Sport GmbH, Germany

May 2006 - March 2012

Import / Export Administrator

- Responsible for all foreign customers and suppliers (i.e. all countries except for Germany), including existing customers/suppliers and seeking new customers/suppliers
- Verbal and written translations (English-German/German-English)
- Import and Export documents as well as various other shipping documentation fulfillment
- Shipping and receiving
- Responsible for numerous accounting functions

Steuer Printing Technology, Germany

August 1999 - March 2006

Service and Sales Assistant

- Key Account Manager for English speaking customers
- Coordinator between customers and service technicians
- Verbal and written translations (English-German/German-English)
- Order processing from quote to invoice; maintenance of customer database
- Worldwide travel planning for complete company (ca. 50 employees)

Matik North America, West Hartford, CT

October 1996 - March 1999

Administrative and Sales Assistant

- Daily interaction, correspondence and telephone contact with clients and vendors
- All aspects of administrative support for sales manager's projects
- Responsible for numerous accounting functions, i.e. daily deposits, balancing checkbooks, sales invoicing, etc.

Friedman, Kannenberg & Co., West Hartford, CT

October 1995 - October 1996

Administrative Assistant

- Create spreadsheets, brochures and presentations
- Interaction with clients and vendors
- Handling bank reconciliation, financial statements, inventory control, accounts receivable and accounts payable

SecurityRe Companies, Farmington, CT

May 1994 - October 1995

Senior Accounting Clerk

- Monitor cash receipts, cash disbursements and foreign currency collections
- Handling of daily accounts receivable and accounts payable activity
- Balance bank reports

Dr. Jeune Bae, Bristol, CT

February 1989 - May 1994

Secretary Assistant / Medical Assistant

- Various accounting tasks
- Preparation of agendas, reports and scheduling
- Reception of patients
- Assisted in medical procedures

EDUCATION

Bristol Central High School, Bristol CT

1984 - 1988

Central Connecticut State University, New Britain CT

1988; 1996 – 1999

Tunxis Community College, Farmington, CT

1989 – 1992

COMPUTER SKILLS

MS Office: Excel, Word; MS Access; Windows

LANGUAGES

English: native language

German: fluent in speaking, reading and writing