**MICHAEL S. ROMANIW**

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860-970-5490

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**SKILLS and ABILITIES**

 Bilingual - Fluent in English & German.

 Proficient in all Microsoft Office software (Word, Excel, Outlook, Power Point)

**ACCOMPLISHMENTS**

 Successfully completed a Microsoft Office course at Springfield Technical Community College

 Successfully received certification in tutoring German at Wyz Ant

**CAREER HISTORY**

**2004 - 2009   KAMAN INDUSTRIAL TECHNOLOGIES CORPORATION, Windsor, CT**

**Export Business Consultant**, Berlin, Germany 2008-2009

 Provided exceptional customer service to existing accounts.

 Advised on strategies to grow market share resulting in increased sales.

 Identified future market entry points throughout Europe.

 Handled and solved shipping related issues affiliated with customs.

**Export Business Management Assistant**, Windsor, CT 2004-2008

 Responsible for preparation of monthly financial statements and sales reports.

 Trained and supervised new sales associates to provide support for export department.

 Analyzed international markets, evaluated regional demand trends and customer satisfaction.

 Maintained extensive written and verbal communications with international customers.

 Ensured export shipping documentation was in accordance with customs and regulations.

 Managed accounts payable and accounts receivable for global clients.

 Provided international marketing information at biannual trade fairs and conferences.

**2000 – 2003   HARTFORD TECHNOLOGIES COMPANY, Rocky Hill, CT**

**Inside Sales Representative**

 Provided sales and service to external customers in the international arena.

 Processed orders, credit memos, return authorizations, and product complaints.

 Originated new individual and corporate accounts in Europe.

 Prepared price quotations and government tenders.

**EDUCATION**

Central Connecticut State University, New Britain, CT

Bachelor of Science degree – Marketing/International Business

Springfield Technical Community College- Springfield, MA