

IVETTE NOEMI-MARQUEZ

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SUMMARY

Dedicated professional with experience in different areas of a Global Corporation. Over 15 years of experience in commercial credit with significant knowledge of international trade, financial analysis and country risk. Building strong relationships with customers, sales team and internal stakeholders. Experience working in Mexico and Nicaragua as Logistics, Inventory and Quality Control Manager. Additional skills include.

- Fluent in Spanish (Dual Citizenship)
- Letter of Credit Specialist
- Credit reviews and Country reviews
- Coda, Trade Card
- Barco System, Wizard, Shelyn, MS Office
- International Collection
- Ability to interpret financial results in multiple languages
- Mexican financial laws and customs regulations
- JD Edwards / BPCS / Porini (Inventory, Invoicing, Credit release)

EXPERIENCE

ELEVATE TEXTILES, INC. Greensboro, NC

1995 - Present

International Credit and Collections Manager, 2003 – Present

- Managed international accounts for all 5 USA and Mexico legal entities of 25 million USD receivables with a 93.22% of current collections and 4.65% of 1 to 7 days, and monitored closely 2 Chinese legal entities.
- Investigated and performed credit and country analysis to potential and existing foreign customers to determine lines of credit and/or best methods of payment minimizing the risk of A/R loss for all 7 legal entities.
- Gathered, analyzed reports from credit reporting agencies; translated and interpreted financial statements, obtained bank and trade references to offer an unsecured credit line. Monitored and updated credit information and assigned next credit review dates for all entities.
- Coordinated and reviewed all sales transactions involving documentary collections, bank guarantees, letters of credit and open account sales for all entities.
- Performed daily review, release or hold of sales orders as appropriate.
- Developed and implemented a Letter of credit process, with results of a reduction by 90% in discrepancies and timing for presentation.
- Letter of Credit Specialist; Negotiated, supervised the International Documentation specialist, coordinated the proper preparation, execution of export documents for bank presentation, and mediated in the resolution of any dispute or inconsistency in export documents with both banking institutions and customers (US and Mexico entities). And supported Chinese entities when needed.
- Worked closely with Private Insurance and maintained compliance with the export credit insurance program.
- Maintained an association with various trade and credit groups and kept informed of the latest business, economic and political events that affected international business including the evaluation of country risk.
- Provided assistance to Accounts Receivable Department relative to cash applications. Processed foreign refunds, coordinated the distribution of statements of account and requested accounting adjustments as necessary.
- Worked closely with Sales, Claims and Customer Service actions and resolved disputes and customers deductions
- Kept management informed of potential high-risk situations and functioned as an information resource.
- Maintained direct contact with customers, foreign agents and sales personnel.
- Due to High performance in previous Mexico Joint Venture facility, the company sent me to Nicaragua to execute, established inventory control procedures and trained the local Logistics Manager. (6 months in 2009)

International Credit Analyst, 2001 –2003

- Coordinated programs and monitored and maintained credit and collection of international customer balances.
- Made recommendations for policies and procedures that increased efficiency of cash flow.
- Reported any foreseeable problems or potential discrepancies to the Director of Credit.
- Kept in close contact with the Traffic and Customer Service Departments regarding problems with shipments, documentation or customs.
- Prepared documents for letter of credit and documentary collections presentations to banks.
- Assisted Director of Credit, whenever possible and managed the international receivables exposure.

Mexican Shipment Coordinator, 2000 – 2001

- Facilitated all order fulfillment functions for shipments to Mexican customers and contractors.
- Developed relationship with scheduling and receiving personnel at cut/sew facilities in Mexico.
- Worked with the Production Planning Department and maintained accurate purchase orders of Parras Cone fabrics by Cone Mills. Entered new purchase orders and revisions into the Cone Mills business system.

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- Used knowledge of Mexican laws and regulations, developed new procedures to improve Cone Mills' service for shipments to and from Mexico.
- Worked directly with Parras Cone Customer Service, Production Planning, Logistics area, and individual customer service representatives and improved Cone Mills' service to the Mexican market.

Parras Cone de México, S.A. de C.V. (JV Cone Mills) Parras de la Fuente, Coahuila México

Quality Control & Logistics manager, 1998 –2000

- Managed a department of 92 associates that included the preparation and coordination of all import and export documents and legal requirements.
- Worked closely with Customers, Border, and Customs and maintained a prompt handling of the shipments
- Responsible for all Lab Quality Control: Yarn Lab, Chemical Lab, Shade Lab, Finishing Lab and Laundry Lab. Assured proper quality controls were met for all processes.

Shipping & Customer Service Manager, 1996 – 1998

- Responsible of 30 associates, that included customer service and warehouse personnel
- Scheduled finishing production based on upcoming deliveries to insure on-time shipments
- Maintained knowledge of export requirements.
- Managed finished goods inventory control
- Responsible of Invoicing control and Shipping documents
- Managed Customer Service (shipments, tapers, and truck problems), customer complaints and generated corrective and preventive actions.

Shipping assistant, 1995 – 1996

- Prepared shipments (BOL, invoice and instructions letters)

KIMBERLY CLARK DE MEXICO, S.A. Ramos Arizpe, Coahuila México

1994

Engineering Assistant Intern, Technical Department

- Implemented manual specification of packing and bailing of products.
- Created raw material statistical studies of Pampers products to generate claims and reports to suppliers.
- Performed damage studies of child products.
- Developed manual specifying raw material handling and storage procedures for suppliers.

EDUCATION / CERTIFICATIONS

- **Industrial and Systems Engineering BSIE**, Universidad Autonoma del Noreste, Saltillo, Mexico, 1988-1992

Professional Development

- Export of Letter of Credit Training Certificate (advanced): Export Trade Associates
- Credit Management: Dun & Bradstreet, Business Self-study course.
- International Credit and finance: 25 hrs. NACM Carolinas
- High Performance Work Teams: Clemson University, Orlando, FL
- Advance Quality Administration: 144 hrs. INSER Consultores, A.S.C.
- Implementation of ISO 9000
- Exportation: 96 hrs. ITESM campus, Monterrey, Mexico
- Inversion Projects: 276 hrs. NAFINSA and O.E.A.