

LEXIE ANN HERBERT

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CAREER OBJECTIVE

Following the completion of my Masters degree from the University of Greenwich England, it became clear to me that my career goals would include an international connection. My emersion in the international flavor of London fueled my desire to pursue a career with international relations. My current position with the World Trade Center, in Denver, Colorado has provided me an opportunity to gain additional experience in the international environment. I am currently seeking a position with a company that embraces a global perspective and is looking for a highly motivated employee that will compliment a team approach to doing business.

CREDENTIALS

2005 – 2006

University of Greenwich London, UK

Master of Humanities Degree in World Trade and Development:
Regulation and Responsibility

- Obtained expertise in political and economical matters surrounding world trade and development, specializing in developing countries and environmental issues
- Classroom study integrated with European field experiences

2001 – 2005

Colorado State University Fort Collins, CO

Bachelor of Arts Degree in Political Science

- Obtained skills in political business, group, and marketing work

Bachelor of Arts Degree in Speech Communication

- Established skills in intercultural, interpersonal, business, and public communication

PROFESSIONAL EXPERIENCE

2007 –
Present

World Trade Center Denver Denver, CO

Intern

- Managed constant modernizing of press releases, website, and data entry
- Restructured membership packages and marketing strategies
- Redeveloped and updated the World Trade Center's Colorado International Trade Directory
- Assisted in developing and organizing World Trade Day 2007

2007 –
Present

St. Vrain Valley School District Longmont, CO

Substitute Teacher

- Delivered direct student achievement opportunities for K-12 grade students
- Provided classroom and program management services
- Motivated and mentored students in their educational learning environment

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| 2005 | Norlarco Credit Union
Teller/Cashier | Fort Collins, CO |
| | <ul style="list-style-type: none"> • Lead supervision of projects • Implemented team activities to encourage team-building • Designed and implemented programs to increase efficiency and time management | |
| 2000 – 2004 | St. Vrain Valley Credit Union
Teller/Cashier | Fort Collins, CO |
| | <ul style="list-style-type: none"> • Provided direct financial services • Presented leadership initiatives in marketing strategies • Implemented training course for new recruits- speeding profitability | |

PROFESSIONAL DEVELOPMENT

Certificate in International Trade

- This is a certification program offered by the World Trade Center Denver that provides real world education and experience in trade issues including importing, exporting, compliance, and general world trade issues
- The classes include but are not limited to: Export Fundamentals, International Pricing, Payments, and Financing, and Bureau of Industry and Security (BIS)

QUALIFICATIONS

- Proficient computer skills
 - Ongoing learner of new applications
 - Experienced in Windows, Office XP, Photoshop, Excel, and PowerPoint
 - Keyboard Skills (55 wpm)
 - Highly skilled internet usage and research
- Adept in professional organizational skills
- Some conversational Italian

ACTIVITIES AND INTERESTS

- Volunteer regularly with youth at Columbine Elementary School
- Judge high school oration debates (Forensics)
- Attend both Boulder and Denver 501 Clubs
- International travel enthusiast
- Avid reader
- Enjoy the theatre, museums, and concerts

ADDITIONAL INFORMATION

I am happy to supply references upon request