
VIRGINIA STALLION

9479 Benton Ridge Circle Bentonville, AR 72712 (479)366-5292 stallion.v@gmail.com

OBJECTIVE

Work in an international environment where I can leverage and best utilize my operations and project lead experience to its full potential to support International markets.

SUMMARY OF QUALIFICATIONS

- Proven management professional, possessing extensive operational and project management experience
- Demonstrated ability to work with global markets
- Decision making and results oriented

PROFESSIONAL EXPERIENCE

Wal-Mart Stores, Inc.

2001 - Present

Senior Translator and Project Manager,

Bentonville, Arkansas

Supported and directed all company translation initiatives for 8 countries in a team lead position

- Begin working as a translator in 2001, promoted to Sr. Translator in 2005.
- Operations / Project Management of Localization Projects
- Quality Assurance and Testing
- Analysis of internal procedures and environment
- Localization, Organization and Structuring of Workflows
- Evaluation, Analyzing and Testing of Software products
- Software Administration and Implementation
- Software Training (domestic and international) and development
- Project main lead for Payment Card Industry (PCI) for all Spanish speaking countries.

Wal-Mart International Office of Regulatory Compliance

1998 – 2001

Export Coordinator:

- International translator for various support departments within the Company
- Liaison between Mexico buying group and US supplier
- Worked guiding suppliers on the International labeling regulations
- Responsible of international compliance for soft-lines and apparel departments.
- Border Problem freight coordinator for Textile and Apparel

Permit and Translator Coordinator:

- Responsible of Permit Compliance Documentation for Sam's and Wal-Mart International
- Worked directly with Mexico, Brazil and Argentina compliance office to process permits
- Argentina and Mexico labeling translator and manual approvals
- Responsible for Food, Hardlines and Softlines permit processing and data processing
- Work directly with Distribution Centers and Border Customs Brokers.
- Provided direction to suppliers on merchandise compliance and labeling requirements.
- Responsible for permit processing for electronics merchandise NOM certifications and Certificate of free sale food permits.

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Sam's International Mexico merchandising group

1992 – 1998

Merchandise Assistant

- Supported Mexico Sam's Clubs with special orders and PO's issues
- Worked with Mexico's buying group with their systems opportunities
- Assisted Mexico DMM on projects and translations.
- Item Creation, Vendor Master (Data Entry) and Replenishment

LANGUAGE SKILLS

- Primary Language: Spanish
- Working Knowledge: English

TECHNICAL SKILLS

- Visio
- World Server
- Trados
- Retail Link
- Proficient Excel
- Word
- PowerPoint

SPECIALIZED TRAINING AND CERTIFICATIONS

- Dale Carnegie Course 2007
- Leadership Foundations 2006
- Adapting to Change 2006
- Dimensions of Leadership 2006
- Supervisor School 2005
- Managing Diversity 2004
- Project Management 2003

EDUCATION BACKGROUND

1990 – 1996 AA in Business Administration NWACC Arkansas