

Robert Smith

Air Import Agent

PERSONAL STATEMENT

Detail-oriented and organised Air Import Agent offering comprehensive background in transportation management, including 13 years as a Import Operations Agent, Expertise in transportation operations, waste prevention and safety compliance.

WORK EXPERIENCE

Air Import Agent

ABC Corporation - May 2007 - August 2008

Responsibilities:

- Gathered, logged and monitored all shipping data.
- Actioned Quote Requests for international cargo shipments Updated the database with changes in carrier status.
- E-mailed suppliers, carriers and customers with shipping updates.
- Assigned shipments to carriers in the centralized database.
- Took corrective action in the case of accidents and delays to minimize extra expenses.
- Managed shipment schedules to maximize productivity and cut costs.
- Cultivated a positive rapport with fellow employees to boost company morale and promote employee retention.

Air Import Agent

Delta Corporation - 2002 - 2007

Responsibilities:

- Processed transactions; responsible for breakbulk duties; prepared, received, reviewed and processed import documentation; assisted with traffic .
- Processed delivery of cargo, coordinate release of goods from the carrier and customs, and adhered to all domestic and international shipping .
- Coordinate customer air bookings with overseas vendors.
- Negotiate transportation pricing based on market conditions while being cognoscente to customer requirements.
- Track shipments with air carriers from point of departure to arrival and delivery.
- Took instructions from management and followed-through independently + Accountable for coordination of domestic delivery of international airfreight .
- Processed Import Deliveries Document Release and POD dates (Proof of Delivery) Coordinated and Oversaw import shipments Issued Delivery Orders to .

Education

High School Diploma

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft, Excel, Excel,
Word, Acrobat, Acrobat,
As400, As400.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)