

LIAM ANDERSON

Export Assistant

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PROFESSIONAL SUMMARY

Skilled Export Assistant with a comprehensive understanding of international trade regulations, ensuring compliance and minimizing risks while supporting a 40% growth in export volume.

WORK EXPERIENCE

Export Assistant Jan / 2024-Ongoing
Maple Leaf Consulting Toronto, ON

- Assisted in the preparation of shipping labels and packing lists.
- Managed export documentation, including invoices, packing lists, and customs declarations.
- Collaborated with logistics providers and customs officials to resolve shipping issues efficiently.
- Maintained up-to-date knowledge of export regulations and industry trends.
- Assisted in identifying cost-effective shipping solutions to optimize budgets.
- Maintained accurate records of shipments and related documentation.
- Trained new team members on export compliance procedures and documentation requirements.

Export Assistant Jan / 2023-Jan / 2024
Summit Peak Industries Denver, CO

- Supported the purchasing department with order tracking and documentation.
- Ensured accurate entry of vendor receipts and orders into the system.
- Identified discrepancies in invoices and facilitated resolution with suppliers.
- Coordinated product deliveries, ensuring alignment with customer expectations.
- Developed and maintained relationships with service providers to enhance service delivery.

EDUCATION

Associate of Science in Business Administration Jan / 2022 - Jan / 2023
Springfield Community College Seattle, WA

Focused on logistics and international trade regulations, providing foundational knowledge for export operations.



SKILLS



INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- Successfully reduced shipping delays by 15% through proactive logistics coordination.
- Streamlined export documentation processes, improving accuracy by 30%.