



# JAMES CLARK

Export Coordinator

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

## PROFESSIONAL SUMMARY

Accomplished Export Coordinator with 5 years of comprehensive experience in international logistics and compliance management. Expertise in coordinating shipments, ensuring adherence to export regulations, and optimizing documentation processes. Eager to leverage my skills to enhance operational efficiency and contribute to a globally-focused team.

## WORK EXPERIENCE

### Export Coordinator

WidgetWorks Inc.

📅 Apr / 2021-Ongoing

📍 Denver, CO

1. Knowledgeable in USDA and international shipping practices.
2. Proficient in relevant software applications for documentation and logistics.
3. Experienced in administrative procedures, including filing and reporting.
4. Skilled in producing accurate correspondence and export documents.
5. Effective in managing communication for international coordination.
6. Adept at maintaining compliance with export regulations.
7. Strong attention to detail in documentation and logistics processes.

### Export Clerk

Summit Peak Industries

📅 Apr / 2020-Apr / 2021

📍 Denver, CO

1. Coordinated export of military personnel's household goods, ensuring compliance with regulations.
2. Received and processed routing instructions from agents for efficient shipping.
3. Entered routing information into the system, generating export documentation.
4. Monitored shipment statuses from receipt to delivery at overseas destinations.

## EDUCATION

### Bachelor of Science in Logistics Management

University of Southern California

📅 Apr / 2019 - Apr / 2020

📍 Chicago, IL

Focused on supply chain management, international trade, and logistics operations.

## SKILLS

Advanced Ms Office Suite



Fast And Accurate Typing



International Trade



Supply Chain Knowledge



Negotiation Skills



## INTERESTS

🎨 Art

🤝 Volunteering

🌲 Hiking

🧘 Yoga

## STRENGTHS

🔍 Criticality

📋 Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

## LANGUAGES



English



Mandarin



Spanish

## ACHIEVEMENTS

★ Streamlined export documentation process, reducing errors by 30%.

★ Successfully coordinated over 100 international shipments per year.