



JAMES CLARK

Export Coordinator

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

SKILLS

Quality Assurance



10

International Shipping



8

Inventory Control



9

Trade Regulations



7

Risk Management



10

INTERESTS

DIY Projects

Crafting

Meditation

History

STRENGTHS

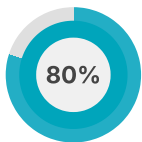
Humility

Innovation

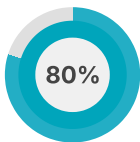
Insightfulness

Integrity

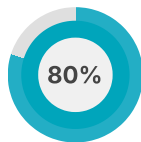
LANGUAGES



English



Mandarin



Japanese

ACHIEVEMENTS

Implemented a new tracking system that improved shipment visibility and reduced delivery delays by 30%.

Negotiated shipping rates that resulted in a 20% cost savings for the organization.

PROFESSIONAL SUMMARY

Seasoned Export Coordinator Supervisor with a decade of expertise in international logistics and compliance management. Adept at streamlining export processes, ensuring regulatory adherence, and enhancing supply chain efficiency. Proven leader in optimizing operations, driving cost savings, and cultivating strong relationships with clients and stakeholders to achieve strategic export goals.

WORK EXPERIENCE

Export Coordinator

Pineapple Enterprises

Feb / 2019-Ongoing

Santa Monica, CA

1. Oversaw all aspects of export operations, ensuring seamless communication among customers, trading partners, and internal departments.
2. Managed the receipt of bonded shipments and maintained accurate inventory control, ensuring compliance with regulations.
3. Created and maintained export records in accordance with Export Control Laws (ECLs), ensuring adherence to legal standards.
4. Coordinated the legal movement of goods to port, including invoicing and final settlements.
5. Negotiated favorable vessel rates, optimizing shipping costs while maintaining service quality.
6. Filed and managed letters of credit, ensuring compliance and timely processing.
7. Assisted with final closeouts of letters of credit, ensuring accurate invoicing and collections.

Export Coordinator

Silver Lake Enterprises

Feb / 2015-Feb / 2019

Seattle, WA

1. Developed and implemented export strategies to enhance operational efficiency and compliance.
2. Conducted regular audits of export processes to identify areas for improvement and ensure adherence to regulatory requirements.
3. Collaborated with sales and production teams to ensure accurate forecasting and inventory management.
4. Provided training and support to junior export coordinators, fostering a culture of continuous improvement.
5. Maintained accurate records of shipments, ensuring timely updates to customers and stakeholders.

EDUCATION

Bachelor of Science in Business Administration

University of Southern California

Feb / 2012 - Feb / 2015

Denver, CO

Focused on international business and supply chain management.