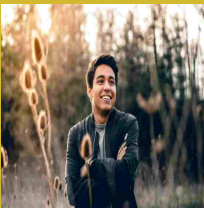


# LIAM ANDERSON

## Export Coordinator

support@qwikresume.com (123) 456 7899 Los Angeles  
www.qwikresume.com



### PROFESSIONAL SUMMARY

With a robust decade of experience as an Export Coordinator, I excel in managing international logistics, compliance, and shipping operations. My expertise lies in optimizing supply chain workflows and ensuring strict adherence to customs regulations. I am committed to driving operational success and fostering collaborative relationships with clients and stakeholders to enhance export initiatives.

### WORK EXPERIENCE

Export Coordinator Feb / 2019-Ongoing  
WidgetWorks Inc. Denver, CO

- 1. Prepared offers and quotations for international customers, effectively addressing inquiries and resolving complaints via email and phone.
- 2. Generated proforma invoices, sample letters, and purchase orders to facilitate international transactions.
- 3. Collaborated with cross-functional teams to meet sampling requirements, freight costs, and ensure timely dispatches.
- 4. Coordinated the dispatch of samples to overseas clients for evaluation, maintaining high service standards.
- 5. Managed follow-ups on orders and payments, ensuring accuracy and timeliness in communication.
- 6. Solicited vendor quotations to secure the best rates for export operations.
- 7. Streamlined internal processes by liaising with overseas buyers and suppliers to optimize order management.

Export Coordinator Feb / 2015-Feb / 2019  
Cactus Creek Solutions Phoenix, AZ

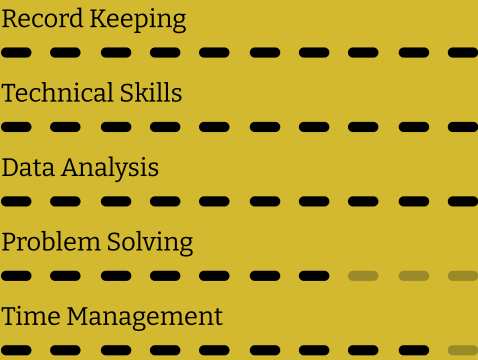
- 1. Prepared comprehensive export documentation for shipments, including invoicing and bills of lading.
- 2. Coordinated with freight forwarders for efficient pick-up and delivery of merchandise, adhering to shipping instructions.
- 3. Compiled all necessary shipping documents: purchase orders, acknowledgments, invoices, packing lists, and letters of credit.
- 4. Acted as the main contact for foreign-to-foreign transactions, facilitating communication with representatives from over 30 countries.
- 5. Oversaw inventory management and distribution of raw materials valued between \$500,000 and \$2 million monthly.

### EDUCATION

Bachelor of Science in Logistics Feb / 2012-Feb / 2015  
University of Southern California Portland, OR

Focused on supply chain management and international trade principles.

### SKILLS



### INTERESTS

- Home Brewing Wildlife Conservation
- Running Public Speaking

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- Successfully reduced shipping costs by 15% through strategic vendor negotiations.
- Streamlined export documentation processes, decreasing processing time by 30%.