

Robert Smith

Export Documentation Coordinator

CONTACT DETAILS

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

SKILLS

Monitoring, Customer
Service, Communication
Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

PERSONAL STATEMENT

Export Documentation Coordinator is responsible for Working with finance manager, ensured integrity of service, Establishing and maintained customer relations, Ensuring proper execution and timely accomplishment of daily tasks, Performing various duties and responsibilities, including high volume of email/phone communication with customers overseeing the operations in a timely manner Systematized and closely monitored OTS levels on a daily / weekly basis to meet the HQ target.

WORK EXPERIENCE

Export Documentation Coordinator

ABC Corporation - February 2011 - September 2011

Responsibilities:

- Developed and maintained working relationships with customers in order to maintain a positive reputation among existing customers.
- Engaged in global business activities through the use of global business contacts and resources.
- Coordinated with Export Department to ensure that all documentation is in order.
- Ensured all export documents are up to date and accurate.
- Maintained a database of customer information and correspondence.
- Provided support to the Export Department.
- Responded to inbound inquiries from customs departments and international customers.

Export Documentation Coordinator

Delta Corporation - 2010 - 2011

Responsibilities:

- Conduct full range of activities and processes to ensure adherence to all government regulations, as well as internal requirements.
- Collaborate with Logistics, Compliance, and Accounts Payable Departments to track shipments, calculate freight rates and cost reductions, and avoid .
- Identify tax implications for export shipments and communicate internally to ensure charged to appropriate cost centers/project codes.
- Initiated and performed root cause analysis to improve shipment processing times; facilitated rollout of new training materials to cut time spent on .
- Prepares and delivers documents to customers and government/custom agencies regarding overseas export Dealt directly with customers regarding bills .
- Prepare all documents with absolute accuracy for container pick up at U.S/international ports Complete all customer/shipper/destination office.
- Copy, fax, scan, mail, file, and edit correspondences with vital information Serve as primary documentation contact for five sales .

Education

GED