

ROBERT SMITH

Export Documentation Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a challenging Export Documentation Specialist position of responsibility that will utilize and build on my experience, interests, and capabilities and that will allow for growth and a rewarding career.

CORE COMPETENCIES

Type 75 Wpm, Microsoft Word And Office, Editing And Transcribing Transcripts, Knowledge Of International Customs.

PROFESSIONAL EXPERIENCE

Export Documentation Specialist

ABC Corporation - January 2009 – April 2009

Key Deliverables:

- Insured system data quality and accuracy.
- Knowledge of US Custom Regulatory requirements for Ocean products.
- Created manual invoice, packing list, certificate of origin, process PSIC, and CCIC certificate.
- Reviewed Contract making sure shipment ship on time.
- Created and ensured accuracy of Bills of Ladings, Transmit manifest to U.S. and Overseas Customs by the required deadline.
- Corresponded with local and international agents, suppliers and shippers via phone and email to ensure documents are received by cut off.
- Responsible for generating and distributing weekly filing schedule internally Performed monthly audits on manifest transmitted to customs.

Export Documentation Specialist

Delta Corporation - 2007 – 2009

Key Deliverables:

- Customer service, answering phones, accounts receivable, prepared export documentation for our customers after vessel sailed the port.
- Accurate and timely documentation, helping customers with any information, rates they needed.
- Skills Used Excellent customer service, typing, distributing paperwork to customers and agents overseas in a timely manner.
- Processing checks for freight payments.
- Duties included preparing, submitting for review, and administering both State and Commerce Department licenses and agreements.
- Responsible for preparing and maintaining copies of import and export documentation such as Air Waybills, Commercial invoices, AES filings, SLI, ITAR.
- Obtained ATA Carnets electronically and maintained a Carnet log database.

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EDUCATION

- Diploma