

Objective

Extremely detail-oriented with outstanding organizational skills seeking to obtain a fast-paced, multi-faceted position with medium to high-level responsibilities; able to work independently with minimal supervision but also flourishes admirably within a team-oriented environment.

Skills

Export / International, Microsoft Office.

Work Experience

Export Logistics Coordinator

BDP International - January 2016 – 2021

- Responsible for coordinating the transportation, delivery and, storage of goods.
- Volumes are very high each coordinator deals with hundreds of shipments each month.
- Contacted with the manufacturing plant, steamship line, trucking company, and the customer buying the goods.
- Processed inbound and outbound back haul paperwork and monitor trailers returning to terminal.
- Exported Logistics Coordinator responsible for the movement of ocean going containers for the Port of New Orleans.
- Worked closely within a 3rd party logistics team environment to ensure safe and expeditious movement of export cargos via network of truck and rail carriers.
- Responsible for multiple lanes of inbound traffic into the port facility.

Export Logistics Coordinator

Delta Corporation - 2011 – 2016

- Promotion from previous position, liaised with manufacturers and warehousing operations to plan and expedite deliveries and distribution using .
- Demonstrated ability in dealing with invoicing and other documentation associated with sales as well as dispatching and maintaining all related .
- Independently responsible as coordinator and liaison to entire supply chain of ITECH SBU for E.I DuPont Ensured compliance of all documentation sent .
- Designated classifications for products by issuing HTS/Schedule B and ECCN classifications Analyzed and maintained the Transportation Expense Report .
- Customs Focus Assessment Audit.
- Preparation of bill of lading, invoices, packing lists and certificates of origin .
- As the third party logistics provider, organize all logistical movement and paperwork for hazardous and non hazardous international bookings Provide .

Education

Bachelor Of Business Administration