

# Export Specialist

# ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

## Objective

Successful experience in customer service and administrative support with strengths in account maintenance, problem-solving and trouble-shooting, sales support, and planning.

## Skills

Ms-Word, Marketing.

## Work Experience

### Export Specialist

**ABC Corporation** - 2001 - October 2014

- Analyzed the Cargo forecast to ensure operational efficiency.
- Issued export bookings for the east coast vessels to clients. Provided intermodal transportation as needed.
- Managed intermodal shipments ensuring that customer pick up was done in a timely manner.
- Lead the Exports and Logistics customer service teams Train team members and support staff on international business procedures.
- Review and screen customer and product details for export compliance Collaborate with freight carriers for logistics pick-ups and deliveries.
- Troubleshoot logistics issues with regard to customs in other countries Determine and assign freight charges for domestic and international orders.
- Establish and maintain relationships with resellers and vendors Create quotes and determine to price for international resellers.

### Export Specialist

**ABC Corporation** - 1998 - 2001

- contract / project assignment) Managed shipping requirements for semi-conductors creating export documents and ensuring full compliance with HTS/ECCN classification.
- Created invoices, pick lists, packing lists, SLIs and DDLs.
- Managed currency exchange in assigned territories (Japan, Europe, and Canada), completed Canadian Customs Invoices (CCI), and fulfilled NAFTA classification requirements.
- Assisted customers with shipment inquiries ensuring comprehensive customer service.
- Expedited clearance and consolidation of shipping probe cards, boards, wafers, integrated circuits and RMAs.
- Worked with select carriers/forwarders per customers routing request.
- Utilized SAP R3, filler forms, ASSP and MS Office software programs..

## Education

Certificate of Logistics in Logistics - (UNION COUNTY COMMUNITY COLLEGE - Elizabeth, NJ)