



MIA TAYLOR

Export Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

A results-focused Export Specialist with 5 years of experience in international shipping and logistics. Expertise in managing compliance, optimizing documentation, and enhancing operational efficiency. Proven track record of fostering client relationships and implementing process improvements that drive business success.

WORK EXPERIENCE

Export Specialist

📅 Feb / 2021-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Managed international shipments by coordinating logistics across air, land, and sea.
2. Ensured compliance with export regulations and facilitated communication between customers and internal teams.
3. Prepared comprehensive customs documentation using Excel and Word for global shipments.
4. Calculated shipping costs and provided accurate freight quotes to clients.
5. Supported the Shipping Manager with administrative tasks to improve workflow.
6. Scheduled and coordinated meetings with clients, forwarding agents, and team members.
7. Coordinated international shipments, ensuring compliance with export regulations and documentation.

Export Specialist

📅 Feb / 2020-Feb / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Progressed through two promotions in the Export Operations Department, increasing responsibilities and technical expertise.
2. Displayed initiative in mastering new processes as departmental needs evolved.
3. Oversaw the approval and processing of over \$35 million in freight annually.
4. Identified and successfully disputed over \$400,000 in misrated ocean freight charges.
5. Managed all bookings for shipments, achieving a 95% success rate for timely departures from West Coast ports.

EDUCATION

Bachelor of Science in International Business

📅 Feb / 2019 - Feb / 2020

University of Global Trade

📍 Seattle, WA

Studied international trade regulations, logistics management, and global marketing strategies.

SKILLS

Advanced Excel For Logistics



Customer Communication Skills



Customer Relationship Mgmt



Document Scanning And Management



Contract Management



INTERESTS

★ Surfing 🌐 Martial Arts

👤 Community Service 📝 Blogging

STRENGTHS

⌚ Patience 🏔 Perseverance

📅 Planning ⚙ Positivity

LANGUAGES



English

Japanese

German

ACHIEVEMENTS

★ Successfully reduced shipping delays by 20% through improved process management.

★ Achieved 98% compliance with international shipping regulations over three years.