



BENJAMIN LEE

Junior Import Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Advanced Microsoft Office Skills



Adobe Acrobat Pro



Microsoft Outlook Proficiency



Computer Proficiency In Data Management



Accurate Data Entry And Management



Attention To Detail



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Polish



Mandarin

🌟 ACHIEVEMENTS

🌟 Developed a tracking system that reduced shipment delays by 20%.

🌟 Streamlined the ACE manifest process, improving accuracy by 15%.

👤 PROFESSIONAL SUMMARY

Eager to contribute as a Junior Import Analyst, bringing a decade of experience in customs compliance and data analysis. Proven expertise in optimizing import processes while ensuring adherence to regulations. Committed to leveraging analytical skills and industry knowledge to enhance logistics and operational efficiency in a dynamic environment.

💼 WORK EXPERIENCE

Junior Import Analyst

📅 May / 2018-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Created a Standard Operating Procedure (SOP) for processing rail shipments, improving efficiency by 25%.
2. Consolidated pipeline shipments across the northern border, enhancing coordination.
3. Processed ACE manifest for truck shipments, ensuring compliance with regulations.
4. Ensured timely and accurate release and classification of all entries.
5. Verified documentation for compliance and release conditions, maintaining a high accuracy rate.
6. Communicated with carriers to obtain necessary documentation for shipment release.
7. Maintained an organized client database for efficient document retrieval.

Import Analyst

📅 May / 2015-May / 2018

Silver Lake Enterprises

📍 Seattle, WA

1. Managed all aspects of shipment release and entry data input in a fast-paced environment.
2. Coordinated with external customers, carriers, and internal teams to ensure seamless operations.
3. Oversaw the entry data input process, maintaining accuracy under tight deadlines.
4. Successfully managed 90% of wine accounts, ensuring compliance with specific regulations.
5. Electronically processed imports and communicated with US Customs to resolve issues.
6. Collected and processed data for invoicing to major clients, enhancing billing efficiency.

🎓 EDUCATION

Bachelor of Science in Logistics Management

📅 May / 2012-May / 2015

University of Michigan

📍 Seattle, WA

Focused on supply chain management and international trade regulations.