



# NOAH WILLIAMS

## Import Clerk

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🌐 www.qwikresume.com

## SKILLS

Conflict Resolution



9

Research Skills



7

Effective Communication Skills



10

As400 System Proficiency



8

Adobe Acrobat Proficiency



9

Multi-line Phone Management



7

## INTERESTS

★ Surfing

🌐 Martial Arts

👥 Community Service

📝 Blogging

## STRENGTHS

⌚ Patience

🏔️ Perseverance

📅 Planning

⚙️ Positivity

## LANGUAGES



English



Italian



German

## ACHIEVEMENTS

★ Streamlined import processes, reducing clearance time by 20%.

★ Achieved 99% accuracy in shipping documentation over three consecutive years.

## PROFESSIONAL SUMMARY

Experienced Import Clerk with a decade of demonstrated success in managing complex import documentation and ensuring compliance with international trade regulations. Expert at collaborating with customs officials and logistics teams to facilitate timely shipments and enhance operational efficiency. Committed to delivering exceptional service and optimizing processes for improved customer satisfaction.

## WORK EXPERIENCE

### Import Clerk

📅 Mar / 2019-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Successfully coordinated import documentation, ensuring compliance with customs regulations.
2. Managed routing of trucks to various ports for container pick-ups, utilizing extensive telephone and computer skills.
3. Processed purchase orders and tracked incoming containers, maintaining accurate records in the system.
4. Communicated with FDA and USDA to ensure timely clearance of shipments.
5. Prepared import documents in accordance with established guidelines and procedures.
6. Verified shipping invoices for accuracy and compliance.
7. Calculated duties and tariffs on imported goods, ensuring proper payments were made.

### Import Clerk

📅 Mar / 2015-Mar / 2019

Silver Lake Enterprises

📍 Seattle, WA

1. Executed data entry for import/export documentation using Customs systems, ensuring compliance.
2. Oversaw accounts to guarantee products were cleared through Customs effectively.
3. Utilized Tradepoint and Kewill systems for data entry and documentation management.
4. Coordinated shipments with FedEx and other carriers, managing delivery orders efficiently.
5. Prepared export shipment documents, ensuring proper checks for import services.
6. Performed various administrative functions, maintaining organized files and data entry.

## EDUCATION

### Associate of Applied Science in Logistics

📅 Mar / 2012 - Mar / 2015

City College

📍 Portland, OR

Focused on supply chain management and import/export processes.