



BENJAMIN LEE

Import Coordinator

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PROFESSIONAL SUMMARY

Resourceful Import Coordinator with two years of hands-on experience in international logistics and customs compliance. Skilled in optimizing shipping processes and maintaining precise documentation to facilitate smooth operations. Adept at collaborating with diverse teams to ensure timely deliveries and enhance overall efficiency in import activities.

WORK EXPERIENCE

Import Coordinator Jun / 2024-Ongoing
Quantum Solutions LLC 📍 Phoenix, AZ

- 1. Managed communication with customers to deliver exceptional service and support throughout the import process.
- 2. Prepared and submitted accurate import documentation to ensure compliance with customs regulations.
- 3. Generated and maintained daily reports using Excel to track shipment statuses and performance metrics.
- 4. Liaised with airlines to confirm departure and arrival schedules, coordinating with internal teams to meet customer requirements.
- 5. Optimized freight delivery methods to enhance efficiency and ensure timely dispatch of shipments.
- 6. Handled shipments in a fast-paced environment, maintaining high standards of accuracy and reliability.
- 7. Monitored and tracked shipments, facilitating swift resolution of any issues that arose during transit.

Import Coordinator Jun / 2023-Jun / 2024
Crescent Moon Design 📍 Portland, OR

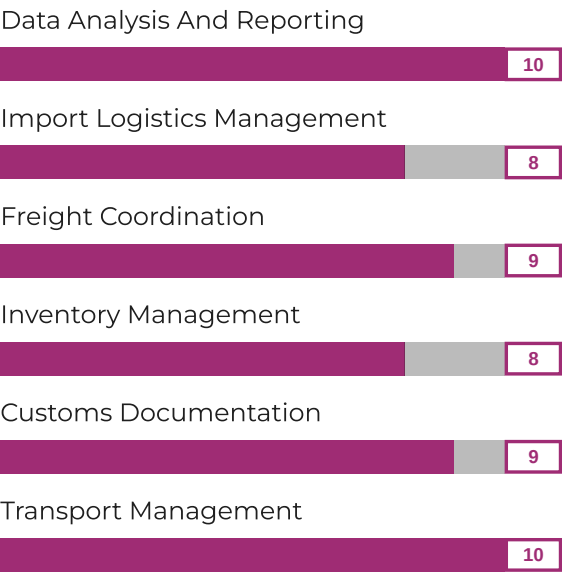
- 1. Accurately entered and maintained data in shipping databases to support operational efficiency.
- 2. Digitized and organized shipment documentation for easy retrieval and compliance tracking.
- 3. Updated and maintained client records, ensuring all correspondence was current and accessible.
- 4. Streamlined filing processes and prepared reports to improve departmental organization.
- 5. Reviewed and processed incoming correspondence to ensure timely responses to client inquiries.
- 6. Developed and implemented procedures to enhance data entry accuracy and efficiency.

EDUCATION

Bachelor of Science in Business Administration Jun / 2022 - Jun / 2023
University of Southern California 📍 Denver, CO

Focused on supply chain management and international trade principles.

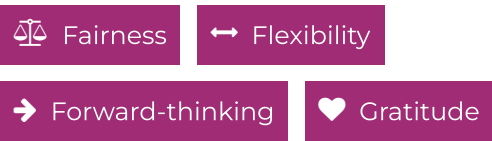
SKILLS



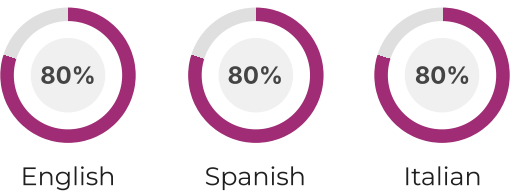
INTERESTS

- 🎮 Gaming
- 👜 Fashion
- 🎬 Film
- 💻 Technology

STRENGTHS



LANGUAGES



ACHIEVEMENTS

- 🌟 Streamlined import documentation process, reducing clearance time by 20%.
- 🌟 Enhanced communication protocols with customs, improving compliance accuracy by 15%.
- 🌟 Achieved a 98% on-time delivery rate through effective logistics coordination.