

# Robert Smith

## Import Coordinator III

### PERSONAL STATEMENT

To find a diversified position that will enable to use and advance skills to their fullest potential.

### WORK EXPERIENCE

#### **Import Coordinator III**

**ABC Corporation - March 2001 - January 2009**

##### *Responsibilities:*

- Assisted manager & supervisor with projects to enhance the potential of the department to run efficiently.
- Provided to manager ideas to make the workflow process less complicated and time manageable.
- Kept merchandising up to date on when discrepancies and/or problems arise.
- Worked directly with forwarders to ensure all cargo arrive on-time with correct documentation.
- Processed documents for customs entry to broker.
- Followed-up with broker for customs Entry & clearance and that delivery orders were processed for trucker pick up.
- Monitored truckers to ensure all cargo is made available to domestic traffic.

#### **Import Coordinator**

**ABC Corporation - 1996 - 2001**

##### *Responsibilities:*

- Received contract copies and accurately identified the requirements, terms and conditions of the trading contract.
- Collected and filed important documents such as authority letters, permissions, payment details, risk indicating letters and safety precautions from either parties.
- Determined the mode of transport most suited for transferring goods as per the nature, volume and safety requirements of the products.
- Tracked the travel of the shipment, from dispatch to delivery, making certain goods reach the recipient in good condition and on time.
- Communicated effectively with the traveling agencies ensure timely delivery of freight.
- Verified goods were packaged adequately to prevent damage, spoil or theft during transit.
- Confirmed that packed goods confer to the appropriate quantity/quality specifications..

### Education

- November 1983(Warren Hills Regional High School - Washington, NJ)

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Lotus Notes, Internet Searching, Quick books.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)