



HENRY WALKER

Import Operations Supervisor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Advanced Ms Office Suite



9

Import Logistics Management



9

Supply Chain Optimization



8

International Transportation
Coordination



9

Inventory Control And Management



7

Import Regulations Knowledge



8

🎯 INTERESTS

- 🔧 DIY Projects
- ✂️ Crafting
- 🧘 Meditation
- 🏛️ History

👊 STRENGTHS

- 🌱 Humility
- 💡 Innovation
- 👁️ Insightfulness
- ✅ Integrity

🗣️ LANGUAGES



English



Japanese



Mandarin

🌟 ACHIEVEMENTS

- ★ Achieved a 20% reduction in import processing time through streamlined documentation and improved team workflows.

👤 PROFESSIONAL SUMMARY

Seasoned Import Operations Supervisor with 10 years of comprehensive experience in managing import logistics and ensuring regulatory compliance. Proven ability to enhance operational efficiencies, lead diverse teams, and optimize supply chain processes. Committed to fostering collaborative relationships with stakeholders and driving continuous improvement in a fast-paced environment.

💼 WORK EXPERIENCE

Import Operations Supervisor

📅 Apr / 2018-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Coordinated all aspects of import operations, ensuring adherence to federal regulations and industry standards.
2. Managed a team of over 20 agents, implementing process improvements that optimized productivity and performance.
3. Oversaw human resources functions, including recruitment, training, and performance evaluations to enhance team capabilities.
4. Delivered exceptional customer service by developing comprehensive training programs for new hires, driving customer satisfaction.
5. Enhanced operational efficiency through innovative process modifications, leading to significant time and cost savings.
6. Established and maintained productive relationships with third-party vendors, negotiating contracts that benefited operational goals.
7. Managed inventory control procedures, ensuring accuracy and compliance in warehouse operations.

Import Supervisor

📅 Apr / 2015-Apr / 2018

Summit Peak Industries

📍 Denver, CO

1. Executed all post-entry audits and compliance checks to ensure accurate and timely submission of import documentation.
2. Facilitated effective communication with overseas agents and clients, enhancing service delivery and responsiveness.
3. Supervised a team of 7 personnel, providing ongoing training in tracking, tracing, and documentation for import shipments.
4. Oversaw the importation of cargo from international sources, ensuring compliance with customs regulations and timely delivery.
5. Managed export documentation processes, including issuing Bills of Lading and coordinating rail moves efficiently.
6. Negotiated with freight forwarders and customs brokers, establishing strong affiliations that improved service quality.

🎓 EDUCATION

Bachelor of Science in Logistics

📅 Apr / 2012-Apr / 2015

University of Florida

📍 Phoenix, AZ

Focused on supply chain management and logistics operations.