

Robert Smith

International Shipping Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

Demonstrating my talent as a productive, motivated individual and team member with the goal of contributing to and advancing the intentions of my employer.

SKILLS

Microsoft Word, Excel,
Outlook, AS400, MAS 90,
intermediate.

WORK EXPERIENCE

International Shipping Coordinator

ABC Corporation - November 2010 - May 2013

Responsibilities:

- Efficiently coordinated all orders exported out of the country to both Elster-related business units (BU) and non-related customers around the world.
- Used the ERP system SAP to manage all orders and invoices according to incoterms Created necessary international documentation for orders Worked with various freight forwarders to confirm booking, arrange pickup, and track orders.
- Served as point of contact to all company departments for international shipments Demonstrate exceptional organization and prioritizing by managing multiple orders simultaneously, including large raw material parts orders.
- Effectively with issues such as SAP order errors Coordinated with buyers and suppliers to arrange timely arrival of raw materials for export.
- Cross-trained and assisted as needed in other departments such as domestic courier and domestic freight shipping.
- Teamed with other departments such as manufacturing and sales to ensure on-time delivery of orders to customers.
- Prepared stock and paperwork to be shipped outside of the United States.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

International Shipping Coordinator

Delta Corporation - 2009 - 2010

Responsibilities:

- Responsible for coordinating all activities related to the shipping of finished goods to our international customers.
- Efficiency, accuracy, timeliness, and customer satisfaction are key elements of my job.
- Included scheduling air and ocean shipments, preparing international shipping documents, maintaining records, and handling.
- Work with offsite shipping and storage facilities to ensure all Molycorp products are properly shipped.
- Coordinate and schedule the transport of Molycorp products with Logistics companies and Freight Forwarders.
- Track shipments and generate/maintain all necessary documents related to each order.
- Responsible for maintaining inventory accuracy, production quotas, production hours, order accuracy, and overall production.

Education

High School Diploma