



# WILLIAM PEREZ

## Ocean Export Coordinator

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📍 Los Angeles

🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

Resourceful Ocean Export Coordinator with 5 years of experience in managing global shipping logistics and compliance. Proficient in optimizing export operations, ensuring regulatory adherence, and enhancing supply chain efficiency. Committed to fostering strong client relationships and driving successful export initiatives to meet organizational objectives.

### WORK EXPERIENCE

#### Ocean Export Coordinator

📅 Jun / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Coordinated ocean freight logistics for a diverse customer base, ensuring timely and efficient shipments.
2. Managed all aspects of export documentation including Bills of Lading and customs clearance.
3. Collaborated with warehouse and transportation teams to optimize shipment schedules and container utilization.
4. Executed compliance checks to adhere to international trade regulations and customs requirements.
5. Monitored shipment status and communicated updates to clients, enhancing customer satisfaction.
6. Negotiated rates with freight forwarders to secure cost-effective shipping solutions.
7. Provided training and support to junior staff on export procedures and best practices.

#### Ocean Export Coordinator

📅 Jun / 2020-Jun / 2021

Crescent Moon Design

📍 Portland, OR

1. Processed and invoiced clients for freight and services rendered, ensuring accuracy and compliance.
2. Managed transportation logistics from booking to final delivery, including AES filing.
3. Advised clients on shipping costs and country-specific regulations, facilitating smoother operations.
4. Issued quotes for various trade lanes, enhancing customer service and satisfaction.
5. Oversaw the preparation and submission of shipper's documents, ensuring regulatory compliance.

### EDUCATION

#### Bachelor of Science in Logistics

📅 Jun / 2019-Jun / 2020

University of Miami

📍 Denver, CO

Focused on supply chain management and international logistics.

### SKILLS

Collaboration

9

Logistics Coordination

10

Logistics Management

9

Customs Compliance

7

Export Documentation

9

### INTERESTS

📁 Collecting

🏛 History

👜 Fashion

🎮 E-sports

### STRENGTHS

🔑 Intuition

📖 Wisdom

⌚ Patience

✅ Accountability

### LANGUAGES

80%

English

80%

Mandarin

80%

Polish

### ACHIEVEMENTS

🌟 Increased on-time delivery rates by 25% through improved logistics coordination.

🌟 Successfully managed over 100 ocean shipments per month with zero compliance issues.