

ROBERT SMITH

Ocean Export Coordinator

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As an Ocean Export Coordinator, responsible for Preparing and issuing export documents and formalities, including certificates, legalization, arranged for timely AES, INTRA filing, cargo inspection, and following up to ensure shipment has reached its final destination.

EXPERIENCE

Ocean Export Coordinator

ABC Corporation - SEPTEMBER 2000 - JUNE 2001

- Coordinated with shippers, truckers, and steamship lines for customer export shipments to South America and the Caribbean.
- Maintained communications with customers, carriers, vendors, and other offices.
- Planned, arranged, and coordinated in /outbound domestic freights from industrial and commercial firms.
- Compiled records and process deliveries invoices, data entry.
- Produced Excel reports of quality control, inventory, and productivity and controlled tracking tools.
- Reviewed and ensured alignment of shipping instructions (SOP's/ABT, SIC…) including to clarify any deviations/conflicts taking country regulations, export compliance, and rate and routing information into consideration.
- Worked with CFS and Co-loads to make sure the cargo.

Ocean Export Coordinator

Delta Corporation - 1995 - 2000

- Handled project account.
- Organized and Coordinated 10+ weekly shipments to overseas offices and agents which included FCL, ISO Tanks, and Reefers.
- Requested IDGM from Hazardous company, Legalized and created original documents Handled shipments from beginning to end, which included opening file.
- Procure customer requests via e-mail and phone conversations Process requests into a shipping order Confirm shipping order with customer Confer.
- Monitor import and export shipments until they get to their destination spot Filing AES information Arrange trucking from shippers door to terminal.
- Managed payment (AP and AR) for regions (Fuzhou, Shenzhen, Korea, Ningbo, Shanghai, Taiwan, etc.).
- Filed AES for Customs clearance.



EDUCATION

- Diploma

SKILLS

Organized, Team Player, Computer Literate.