

# Ocean Export Specialist

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: info@qwikresume.com  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
linkedin.com/qwikresume  
Address: 1737 Marshville Road,  
Alabama.

### Objective

Seeking to obtain an internship with a progressive company utilizing my skills and abilities in the logistics field. Strengths include: Seven years' experience in transportation Competent at managing responsibilities in a high-volume atmosphere Collaborates easily with coworkers and works well independently Versatile and multi-skilled individual.

### Skills

Type 65 Wpm, Various Company Data Base, International Freight Forwarder / Packing Coordinator, International And Domestic Customer Service.

### Work Experience

#### Ocean Export Specialist

**ABC Corporation** - 2015 - 2015

- Assigned to Chrysler Group LLC.
- Ship built-up vehicles to Central and South America, Puerto Rico, and Virgin Islands via ocean vessels.
- Monitored Chrysler inventory at ports of load or third party facility.
- Requested bookings with steamship lines to RoRo or container vessels.
- Prepared master shipping instructions Prepare, assemble and courier documentation packet necessary for customs clearance purposes.
- Billed Chrysler for services rendered.
- Previously assigned to Guardian Industries account.

#### Ocean Export Specialist

**Delta Corporation** - 2000 - 2015

- Prepare, issued, and submitted precise documents to ensure proper exportation of cargo Resolved customer queries and complaints courteously and .
- Verified accuracy of freight received and created documentation for international export shipping.
- Assist with processing of export shipments for assigned base of accounts Assist with duties related to document preparation and traffic coordination .
- Responsible for all aspects of international shipping beginning with building and maintaining customer relationships, quoting shipments, arranging.
- Booked ocean export shipments with the steamship lines Setup the pickup and return of the container with the trucker Tracked the container for the .
- Proofed all steamship line bills of ladings Send the house bill proof copy to the customer, once it was proofed ok, printed our house bill.
- Involved in full cycle of Export related activities; Scheduled and organized the routing Produced Export documentation - bills of lading.

## Education

Bachelors Of Science