

# Robert Smith

## Ocean Export Specialist

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

An accomplished and seasoned Ocean Export Specialist professional with a comprehensive background in the shipping industry. Willingness to go beyond what is minimally necessary. Possesses the ability to calmly handle situations of adversity with customers and displays exemplary customer service. Proficient in building and maintaining all relationships.

### **SKILLS**

Microsoft Office Suite,  
Management, Customer  
Service, Payroll, HRis.

### **WORK EXPERIENCE**

#### ***Ocean Export Specialist*** **D. J. Powers, Inc - May 2014 - 2021**

##### *Responsibilities:*

- Prepared bookings for customers (LCL and FCL) with various carriers from North America to Europe, Asia, South America and other countries.
- Input bookings in AS400 and email booking confirmations to the customer as well as EDI transmission.
- Prepared hazardous materials declarations.
- Tracked shipments daily, obtain the shippers letter of instruction for the shipment, file AES, and forward the B/L instructions to the carrier.
- Prepared commercial invoices, packing lists, certificates of origin, packing certificates, and any other documentation required by the customer.
- Checked for accuracy as well as letters of credit.
- Billed each file with appropriate charges to close out the file.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Ocean Export Specialist*** **Delta Corporation - 2012 - 2014**

##### *Responsibilities:*

- 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 .
- customs, and ultimately billing out the file.
- 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 and the .

### **REFERENCES**

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

## Education

MS