

# ROBERT SMITH

## Ocean Export Specialist

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Hardworking, organized, Ocean Export Specialist professional with a proven background delivering sensible business technology solutions on time and under budget while working as a team member or team leader.

### **MARCH 2008 - MARCH 2009**

#### **OCEAN EXPORT SPECIALIST - ABC CORPORATION**

- Exported documentation, B/L, S.E.D, coordinate pick up and delivery of 20; 40 and 45 feet containers.
- Coordinated direct ocean shipments from Asia to Central America and set up appointments with suppliers in order to spot our containers at their warehouse.
- Received and update pre-alerts in a timely manner; issued shipment alerts Daily contact with customers Track and Trace ocean export shipments File customers Customs documents Prepare commercial documents, house and master bills of lading.
- Processed documents and issued arrival notices timely and accurately Completed shipment accounting.
- Supported invoicing shipments and sending proper documentation to destination countries.
- Supported requesting Certificates of Free Sale to the US Food Department.
- Prepared and sent food samples for Sanitary Registration to all Central America Countries.

### **2003 - 2008**

#### **OCEAN EXPORT SPECIALIST - DELTA CORPORATION**

- 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 .

## **EDUCATION**

Business Administration

## **SKILLS**

Skilled In Freight Consolidation And Ocean Export Transport; Strong Knowledge Of Customs, Tariffs, Carriers, Rates, Services, And Routes.