

ROBERT SMITH

Ocean Export Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To establish a long-term career in a company where I may utilize my Ocean Export Specialist professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

CORE COMPETENCIES

Verbal and Written Communication Skills, Microsoft Certified, Organizational Skills, Customer Service Experience.

PROFESSIONAL EXPERIENCE

Ocean Export Specialist

ABC Corporation - February 2014 – July 2015

Key Deliverables:

- Daily Communicated with customers on relevant issues and resolution while providing professional service and assistance.
- Responsible for the movement of air cargo from Shipper/Supplier warehouse to Freight Forward facility.
- Analyzed customer complaints and provide appropriate corrective actions.
- Followed up expediting matters related to company purchased goods; closely follow up with vendors upon PO placement to ensure delivery of items on time.
- Obtained required data elements from the Vendor and provide to the Logistics Coordinator for transportation, import, export, and compliance execution.
- Accurately quoted customers on various methods of transportation for export.
- Facilitated bookings with steamship lines Handled customer request for shipping freight Procured customer rate quotes Maintained all required customer paperwork Created and maintained excel spreadsheets/schedules Data entry and other duties as necessary Processing Export FCL /LCL trade from the U.S.

Ocean Export Specialist

Delta Corporation - 2013 – 2014

Key Deliverables:

- Responsible for the development and overseeing of containerized ocean freight from the US to overseas locations Managed over forty accounts, giving .
- Involved in full cycle of Export related activities; Scheduled and organized the routing Produced Export documentation - bills of lading, .
- Eastman Chemical Team) Creates Bills of Lading for International export shipments of varying commodities Resolves issues with Ocean Carriers .
- Drafted and filed federal export documents for commercial vehicles to comply with U.S Census Bureau and Homeland Security regulations.

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- Secured competitive shipping rates, and planned ocean and inland logistics to ensure timely delivery for clients.
- Provided professional and customized customer service to high-profile clients such as Skechers, Toyota and Bobcat.
- Ensured compliance of hazardous material shipments according to international regulatory standards.

EDUCATION

High School Diploma

