

Robert Smith

Ocean Export Specialist

CONTACT DETAILS

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PERSONAL STATEMENT

A career minded professional seeking a position of employment that will lead to a career with a business requiring strong administrative experience, and expertise in staff/employee and client support.

SKILLS

MS Office Applications,
Customer Service Skills,
Administrative Skills,
Problem Solving, Human
Resources, Staffing,
Freight Forwarding.

WORK EXPERIENCE

Ocean Export Specialist **ABC Corporation - 2014 - 2015**

Responsibilities:

- Responsible for processes of export cargo (LCL and FCL) on general accounts from A to Z.
- Arranged transportation and booking/ tracking for key account cargo per customers requests.
- Ensured that shipment documents (OBL, LOC) are in compliance with rules and regulations for the shipping and transporting of NON-Hazardous Products such as Synthetic Resin, and Non HAZ Oil Well supplies.
- Entered billing charges from customer and vendors to ensure proper charges reflect profit according to provided charges.
- Responsible for filing AES and FMC.
- Contacted with customers, carriers, vendors and overseas offices to provide request rate quotes.
- Scheduled bookings, loadings, create SOP documents, and establish file rates.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Ocean Export Specialist **Delta Corporation - 2013 - 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

Bachelors