

# Ocean Import Coordinator

## ROBERT SMITH

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### Objective

Highly qualified Ocean Import Coordinator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

### Skills

Excel, Customer Service, Computer , Contract Skills, Negotiating, Account Management.

### Work Experience

#### Ocean Import Coordinator

**ABC Corporation** - February 2006 - 2006

- Received and reviewed ocean import/vessel, customs, domestic freight, packing list and commercial invoices, and origin/overseas documents.
- Processed and assign documentation to the correct assigned customer freights.
- Performed data entry and issue freight arrival notice to customers and brokers.
- Prepared domestic delivery orders.
- Created account payables/receivables to balance profit margins.
- Issued electronically/check payments to vessel carriers, truckers, and other freight forwarders.
- Coordinated with carriers and governmental agencies to assure the punctual release of goods/containers.

#### Ocean Import Coordinator

**Delta Corporation** - 2001 - 2006

- Perform incoming inspection, receive and review documentation such as PO, bill of lading, and custom invoices.
- Follow contract review and SOPs for each client parts and information and enter into the job shop system.
- Track and trace shipments and communicate in writing or verbally if any issues arise.
- Coordinate transportation, warehousing of local and imported shipments and organize freight and trucking schedules.
- As an Ocean Import Coordinator, I was responsible for processing freight shipments into the United States from various countries throughout the world.
- This included tracking shipments through steamship lines, notification of arrival, entering charges, requesting payments to ensure timely release of.
- Office Assistant Once hired as an employee of Hellmann Worldwide Logistics, perform the office assistant duties performed while employed through.

### Education

GED