

# ROBERT SMITH

## Ocean Import Coordinator

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### SUMMARY

As an Ocean Import Coordinator with 2 years of experience in Reviewing all documents, contact all first-time customers, perform credit checks, and handle other tasks as needed. Responsible for Performing all of the essential functions with/without a reasonable accommodation.

### SKILLS

Microsoft Office, Assisting Skills, Coordinating Skills.

### WORK EXPERIENCE

#### **Ocean Import Coordinator**

ABC Corporation - July 2014 – April 2015

- Tracked shipments from point of post-booking at origin to the final destination in the United States.
- Filed ISF with CBP within 48 hours of vessels leaving origin port.
- Provided customer updates and provided reports as needed.
- Obtained necessary documentation for Customs clearance and provided entry packet to Entry Team.
- Sent checks or made electronic payments for transportation and warehousing related costs.
- Arranged delivery using the most efficient/cost-effective carrier.
- Responsible for the accurate/timely billing of customers.

#### **Ocean Import Coordinator**

Delta Corporation - 2009 – 2014

- Maintained customer relations through email and telephone correspondence, managed multiple accounts, Maintained customer files for each shipment, .
- Coordinated the transportation of containers and freight from port to the door of numerous customers Created rate tool calculator to insure correctly.
- The accuracy went from 89.15% to over 95% Professional Six Sigma Green Belt (training provided by Rath & Strong).
- Ensured smooth customs clearance for customers of the truck, rail, & ocean shipments into the US Completed & transmitted importer security filings/10+2.
- Working closely with carriers & terminals to meet service requirements, arranges delivery Processes, handles distributes all required documents.
- Prepared and sent arrival notice to customers and brokers in a timely manner Informed customers of any custom hold or exams & followed up regularly.
- Created accounts payable/receivables to balance profit margins Issued check payments to steamship line, truckers, and other freight forwarders Sent.

## SCHOLASTICS

- Bachelor Of Science