



JACKSON TURNER

Ocean Import Coordinator

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🌐 www.qwikresume.com

SKILLS

Microsoft Office Suite



Effective Negotiation Skills



Freight Dispatch Coordination



Risk Management



Export Procedures



Tracking Shipments



INTERESTS

★ Surfing

🌐 Martial Arts

🏠 Community Service

👥 Blogging

STRENGTHS

⌚ Patience

🏔 Perseverance

📅 Planning

⚙ Positivity

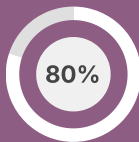
LANGUAGES



English



Spanish



Japanese

ACHIEVEMENTS

★ Streamlined import documentation processes, reducing processing time by 15%.

★ Achieved a 98% compliance rate with customs regulations through diligent oversight.

PROFESSIONAL SUMMARY

Motivated Ocean Import Coordinator with 2 years of hands-on experience in managing import logistics and documentation. Adept at ensuring compliance with customs regulations and enhancing operational workflows. Proven ability to foster strong client relationships and coordinate shipments effectively, resulting in timely deliveries and increased customer satisfaction.

WORK EXPERIENCE

Ocean Import Coordinator

📅 Feb / 2024-Ongoing

Seaside Innovations

📍 Santa Monica, CA

1. Prepare and submit import documentation to customs authorities.
2. Developed solid relationships with customers, carriers, and overseas agents, ensuring exceptional service.
3. Executed accurate billing and rates, negotiating effectively to meet customer deadlines.
4. Oversaw approximately 90% of the company's LCL freight operations.
5. Collaborated with co-loaders, warehouses, and trucking companies to optimize logistics.
6. Provided training to team members on LCL freight handling processes.
7. Utilized Microsoft Office tools to enhance communication and manage billing effectively.

Ocean Import Coordinator

📅 Feb / 2023-Feb / 2024

Crescent Moon Design

📍 Portland, OR

1. Created and managed spreadsheets for daily customer tracking and container activity.
2. Handled all aspects of ocean import customer service to ensure client satisfaction.
3. Reviewed and processed import documentation, liaising with global offices for compliance.
4. Tracked cargo shipments, providing timely updates to importers and ensuring customs clearance.
5. Coordinated freight pickups and deliveries, maintaining communication with truckers.
6. Organized files, including bills of lading and invoices, to ensure accurate record-keeping.

EDUCATION

Bachelor of Science in Logistics Management

📅 Feb / 2022 - Feb / 2023

University of Southern California

📍 Phoenix, AZ

Focused on supply chain management and international logistics.