
Cargo Agent Resume

Job Objective

To obtain a Cargo Agent position that will allow me to utilize my skills and has potential for growth.

Work Experience:

Cargo Agent, May 2004 – Present
Swissport USA Corporate, Lansing, KS

- Administered to route incoming and outgoing air freights.
- Facilitated to takes telephone orders from customers and arranged for pickup of freight and delivery to loading platform.
- Assembled goods according to its main purpose.
- Ensured to weighs items and determined cost, using rate book.
- Prepared freight bills, received payments and issued refunds.
- Prepared documents to escort shipments.

Cargo Agent, March 2002– April 2004
Southeastern International Services, Lansing, KS

- Ensured to notified shippers of delays in departure of shipment.
 - Managed to unload incoming freight and notified recipients on arrival.
 - Demonstrated to load and unload cargo from pallets and containers.
 - Maintained high standards of safety and the cleanliness of facilities.
 - Adhered to all safety and security regulations.
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Summary of Qualifications:

- Remarkable experience in handling air freight
 - Profound knowledge in check-in cargo from inbound and outbound flights
 - Proficient in operating Forklifts, tugs, and trucks and vans
 - Proven ability to place freight on racks with forklift
 - Proficient in MS Office applications
 - Ability to effectively communicate with customers picking up and dropping off cargo
 - Sound customer care skills and excellent communication skills
 - Ability to read, write and speak English & Spanish
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Education:

Associate Degree in Commerce, Manatee Community College, Bradenton, FL

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