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## Cargo Agent Resume

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### Job Objective

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

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### Work Experience:

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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:

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- 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:

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

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