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## Customs Entry Writer Resume

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### Job Objective

Seeking a motivating and challenging position as a Customs Entry Writer in a reputation organization.

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### Highlights of Qualifications:

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- Highly experienced in writing, filing and processing Customs related entries
  - Profound knowledge of world geography, countries, and air & ocean imports
  - Outstanding knowledge of U.S. Customs Regulations, OGA and other regulatory requirements
  - Familiarity with business communication styles and messaging formats
  - Ability to use Microsoft Office, Lotus Notes, internet and email programs, efficiently
  - Ability to prepare and submit all customs entries, correctly and in a timely manner
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### Professional Experience:

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Customs Entry Writer  
XPO Logistics, Inc., Akron, OH  
August 2012 – Present

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### Responsibilities:

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- Wrote, processed, and documented accurate Customs entries, on time.
- Evaluated all documentation and ensured compliance with U.S. Customs regulations.
- Handled and resolved all customer-specific billing issues and customs rejects, in a timely manner.
- Informed and explained clients about customs regulations, tariffs, and shipping restrictions.
- Produced and sent invoices to client with proper back-up documentation.
- Arranged and dispatched all freights to their correct destinations, efficiently.

Customs Entry Writer  
Agility Logistics, Akron, OH  
May 2009 – July 2012

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### Responsibilities:

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- Checked, validated, and submitted commercial shipping documents to US Customs department.
  - Wrote, filed, and submitted customs entries with U.S. Customs, on time.
  - Ensured timely arrival and delivery of shipments and maintained import compliance.
  - Handled, tracked, and resolved all Customs rejection issues, in an efficient manner.
  - Built and maintained strong business relationships with carriers, freight forwarders, and warehouses.
  - Answered customer queries and conducted follow-up to maintain customer satisfaction.
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### Education:

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Master's Degree in Business  
American Jewish University, Bel Air, CA

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