
Export Agent Resume

Job Objective

To obtain an Export Agent position and utilize my experience and skills for the successful completion of each job task.

Work Experience:

Export Agent, May 2004 – Present
DHL Global Forwarding, Lansing, KS

- Methodized and proceeded air transportation of commodities for designated shippers from offshore locations to warehouse, other storage facilities or final consignee locations.
- Maintained courteous, prompt and efficient customer relations.
- Managed rates for air freight carriers.
- Prepared reports and timely management information as specified and requested.
- Negotiated shipping rates and submitted to Branch Manager for approval.
- Oversaw the routing and rating of all shipments booked.

Export Agent, March 2002– April 2004
Pilot Freight Services, Lansing, KS

- Oversaw the pick-up and transfer of shipments with appropriate partners.
 - Ensured all vendors must meet service standards and provided the best possible price and service.
 - Established and maintained all necessary procedures to assure clean, organized, safe and healthy environment for all personnel.
 - Developed and maintained successful relationships with local vendors as well as other co-load carriers.
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Summary of Qualifications:

- Sound knowledge of state, federal and international applicable laws and regulations as related to International Air Freight shipments
 - Knowledge and experience in PC and Mainframe, spreadsheets and databases (Excel and Access) applications
 - Extensive knowledge local, state and federal requirements, regulations and applicable departmental and organizational policies
 - Ability to effectively set-up and prepare various files and documents associated with air export transactions
 - Familiarity with air cargo handling impact of various commodity types (magnetic, perishable, over-size)
 - Proven track record in devising and driving successful purchasing strategies
 - Effective problem solving and quantitative analysis skills
 - Excellent verbal, written and interpersonal skills
 - Excellent knowledge of complex procurement processes
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Education:

Associate Degree in Business, Haywood Community College, Clyde, NC

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