
Export Clerk Resume

Job Objective

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

Work Experience:

Export Clerk, May 2004 – Present
Allegis Group, Inc., Sacramento, CA

- Filed Shipper's Export Declaration (SED) with the Automated Export System of the U.S. Census Bureau.
- Reviewed export orders and inventories.
- Verified conformity of filled orders and documentation with letters of credit, foreign import and export licenses, U.S. and foreign government regulations.
- Prepared bills of lading, export declarations, certificates of origin, and related documents.
- Followed organizations export standards and procedures, adhering to export regulations.
- Administered to prepare documents that comply with guidelines set forth by the exporter.

Export Clerk, March 2002 – April 2004
Aerotek, Sacramento, CA

- Filed Shipper's Export Declaration (SED) with the Automated Export System of the U.S. Census Bureau.
 - Documented packs together for overseas clients , communicated with them concerning their shipments and alerted overseas agents in advance of the shipments.
 - Tracked the movement of the freight to its final destination.
 - Traced the cause of any delays or other problems with the shipment.
 - Administered to issue invoices.
 - Reviewed export orders and inventories.
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Summary of Qualifications:

- Strong written, verbal and interpersonal communications
 - Excellent communication skill to maintain good relations with customers and co-workers Typing speed of 50 W.P.M
 - Familiar with Word, Excel and Windows – Email, Internet database software
 - Able to work independently with minimum instructions
 - Ability to work under pressure and time constraints
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Education:

Associate Degree in Commerce, Cuyahoga Community College District, Cleveland, OH

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