
Export Specialist Resume

Job Objective

Seeking a position with a growing company where my training as an Export Specialist, education and experiences can be put to good use.

Highlights of Qualifications:

- Wide knowledge of the Import and Export industry
 - Ability to communicate with customers regarding disposition of Freight
 - Ability to prepare documentation, dock receipts, bills of lading, export declarations
 - Ability to furnish rates on daily basis to customers
 - Ability to ensure accurate pricing and delivery terms on all orders
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Professional Experience:

Export Specialist
CEVA Logistics, Oklahoma City, OK
May 2006 – Present

- Established excellent customer service.
- Formulated profitable quotations and handled overseas inquiries.
- Managed inland freight services.
- Coordinated with supervisor about problems.

Export Specialist
Crane Worldwide, Oklahoma City, OK
March 2003 – April 2006

- Formulated documentation, dock receipts and bills of lading.
 - Maintained Shippers Export Declarations.
 - Monitored cargo and imparted accounting department with billing information.
 - Coordinated with customers and outlined profitable mode of shipment.
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Education:

Associate Degree in Business Administration
Fort Peck Community College, Poplar, MT

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