
Freight Agent Resume

Job Objective

Seeking a Freight Agent position in a stable company where I can use my skills to benefit the company.

Work Experience:

Freight Agent, May 2004 – Present
CyberCoders, Lansing, KS

- Ensured timely communication with origins and consignees regarding any issues concerning the shipments.
- Managed to open supply requests for customers and generated reports.
- Provided excellent customer support and determined the nature of the call and inquiry.
- Managed to distribute mail, prepare reports, process forms, tracking shipments and orders, and data input.
- Resolved intermediary issues and assisted with necessary research.
- Utilized a multi-line to provide excellent customer support.

Freight Agent, March 2002– April 2004
PrincetonOne, Lansing, KS

- Interacted effectively with dispatchers, customers, agents and drivers.
 - Facilitated to attend regular telephone and email.
 - Coordinated the general nature and level of work performed by assigned persons.
 - Adhered to comply with corporate requirements on carrier performance.
 - Resolved problems, booked, dispatched and monitored premium freight.
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Summary of Qualifications:

- Remarkable experience in ground and airfreight transportation
 - Strong knowledge of transportation and shipping process
 - Amazing ability to evaluate and interpret government regulations
 - In-depth knowledge of general business & professional periodicals and journals
 - Profound ability to manage multiple tasks concurrently
 - Accurate typing and data entry skills
 - Proficient with Microsoft Office applications: MS Word and Excel and Outlook
 - Team player with a positive attitude, individual initiative and good communication skills
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Education:

Associate Degree in Accounting, Jackson Community College, Jackson, MI

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