
Import Clerk Resume

Job Objective

To obtain an Import Clerk position in a company that provides an open environment with many opportunities for continuous growth.

Work Experience:

Import Clerk, May 2004 – Present
Phillips-Van Heusen, Overland Park, KS

- Coordinated with overseas vendors for their shipments.
- Prepared shipping documents and inventory control.
- Managed to receive and capture the shipping documents in the computerized system.
- Received packages from the customers, commission agents and AWB's from the Customs Broker and made payments.
- Computed accounts and managed bank account conciliations.

Import Clerk, March 2002– April 2004
CDI Corporation, Overland Park, KS

- Accounted and made payments to airlines, parcel companies in consultation with the general manager.
 - Ensured appropriate computing of shipping information to track all shipments.
 - Coordinated with the customs broker to pick up of all shipments from the company's office or storage center and prepared documentation for them enabling them to prepare Air Way Bills.
 - Prepared, computed and mailed the listings of all shipments with their respective AWB numbers, by flight to appropriate authority for further action.
 - Used the tracking system effectively to respond to complaints from clients when they didn't receive their shipments and confirmed with the commission agent upon delivery.
 - Updated databases and statistics to be reported to the company's management.
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Summary of Qualifications:

- Ability to coordinate with overseas vendors
 - Ability to receive and track shipping documents
 - Ability to understand written sentences and paragraphs in work related documents
 - Ability to talk to others to convey information effectively
 - Typing speed of 50 W.P.M
 - Ability to handle multiple tasks and work in a team environment
 - Good oral and written communication skills
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Education:

Associate Degree in International Trade Import and Export, Community College of Rhode Island, Warwick, RI

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