
Import Coordinator Resume

Job Objective

Seeking a position as Import Coordinator in a reputed organization where I can utilize my knowledge and experience.

Work Experience:

Import Coordinator, May 2004 – Present
Spirit, Kingsport, TN

- Coordinated total inbound pipeline from point of origin overseas through to delivery at importer's door.
- Manage delivery carriers; dealt with CFS and coordinated other import operations.
- Identified areas to improve the function and initiated improvement projects.
- Set-up and prepared documents for timely delivery of import cargo.
- Researched and analyzed best route and rate according to customer requirements and established procedures.
- Scheduled, booked and followed up with delivery truckers.

Import Coordinator, March 2002 – April 2004
Polo, inc., Kingsport, TN

- Handled customer and agent service inquiries.
 - Set-up and prepared customer and agent invoicing.
 - Coordinated in preparation of rate requests from sales staff, customers and agents.
 - Maintained current knowledge local, state and federal requirements and regulations and applicable policies.
 - Ensured the maintenance of accurate records with adherence to applicable regulatory and legal requirements.
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Summary of Qualifications:

- Outstanding experience in freight forwarding industry
 - Deep knowledge Customs import AMS program
 - In-depth knowledge of Customs brokerage compliance and FDA and USDA regulations
 - Familiarity with cargo risk management and insurance
 - Sound knowledge freight forwarding operation's systems
 - Proficient in MS Word, MS Excel, MS Outlook
 - Ability to create, compile, update and analyze data
 - Superior analytical and mathematical skills
 - Excellent communication and organizational skills
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Education:

Bachelor's Degrees in Business Administration, Merrimack College, Massachusetts, MA

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