
Import Export Coordinator Resume

Job Objective

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

Work Experience:

Import Export Coordinator, August 2005 – Present
View, Inc., Austin, TX

- Arranged domestics and international shipments for customers.
- Created sales and inventory reconciliation reports.
- Prepared documents for ocean and air freights for customs clearance.
- Handled customer's inquiries and resolved customer's complain.
- Processed customer's orders and monitored the order process.
- Ensured all imported and exported items are correctly classified.

Import Export Coordinator, May 2000 – July 2005
Winsdor Corporation, Austin, TX

- Checked the customs broker's invoices for accuracy.
 - Maintained customs recordkeeping system.
 - Ensured international shipping documents are completed correctly.
 - Tracked cargo from the factory door to final destinations.
 - Maintained strong lines of communication with both internal departments and external clients.
 - Maintained import data and verified the accuracy of the information.
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Summary of Qualifications:

- Remarkable experience in import and export documentation
 - Thorough knowledge of import/export procedures, terminology and documentation
 - Proficiency in SAP system, Word, excel, and AS400
 - Familiarity with international trade regulations
 - Extensive knowledge of shipping and receiving and compliance documentation
 - Proficient in MS-Office, Word, Excel, and Outlook
 - Superior coordination and cross functional alignment skills
 - Excellent oral and written communication and interpersonal skills
 - Strong client relationship management skills with proven success in being customer-focused and results driven in an environment
 - Amazing ability to prioritize and multi-task and to work under deadlines & pressure
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Education:

Bachelor's Degrees in Business, Ashford University, Iowa, IA

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