



First Name and Last Name

555 NW 555 AVE.
YOURTOWN, YS. 55555

OBJECTIVE

To secure a position that will utilize and strengthen my skills by offering opportunities for future advancement.

EMPLOYMENT

11/2006 - PRESENT G&G REALTOR MIAMI, FL.
REALTOR

- Currently working as a realtor at a well established real estate brokerage firm. Daily activities include finding and selling homes for numerous clients, as well as providing advice and quality service. Ability to accommodate to industry trends, and accomplish tailor strategies and exceed expectations based on cliental needs.

2003-11/2006 INTERNATIONAL FOOD PACKERS MIAMI, FL.
TRAFFIC COORDINATOR

- Specialized in perishable material, both inbound and out-bound. Managed customer service by inputting arrival material information as etd and eta. Coordinated the follow up of documents with brokers, ocean and air controllers until merchandise was released. Planned arrangements with trucking companies to pick up merchandise for delivery of company goods.

1998-2003 TRANSOCEANIC MIAMI, FL.
TRAFFIC COORDINATOR

- Ability to work with international and domestic customer service. Daily activities included assisting customers, suppliers, and providers. Managed incoming calls and e-mails to clients. Responsible for preparing legal documents for customers in order to obtain a release for bond merchandise. Organized files and documents for import and export departments. Responsible for the following documents: Bill of ladings, 7512, and commercial invoices.

1995-1997 AIR FRANCE MIAMI, FL
CARGO AGENT

- Responsibilities included contacting customers to give them updated information about the arrival of ordered merchandise. Organized and checked documents received from various customers. Prepared the following documents: airway bills, letters, sed's, and more.

SKILLS

- Knowledge in word-processing systems: MS WORD, EXCEL, ACCESS
- Ability to type 40 WPM.
- BILINGUAL: Fluent in Spanish and English.
- HAZ MAT CERTIFIED

EDUCATION

Miami Senior High School	MIAMI, FL	<i>graduate</i>
Superior School Computer Operator	MIAMI, FL	<i>graduate</i>

