



 (555) 234-5678

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SKILLS

- Customs clearance
- Compliance management
- Documentation accuracy
- Training
- Communication
- Audit support

EDUCATION

**BACHELOR OF ARTS IN ECONOMICS,
STATE UNIVERSITY**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 30% reduction in clearance delays through process enhancements.
- Recognized for excellence in service delivery by clients.
- Successfully implemented a training program that improved compliance knowledge across the team.

Michael Anderson

CUSTOMS CLEARANCE COORDINATOR

Dedicated Customs Clearance Executive with a comprehensive understanding of international trade regulations and customs compliance. Expertise in managing customs operations that adhere to both local and international standards. Recognized for the ability to implement efficient customs clearance processes that minimize delays and optimize supply chain operations. Strong communicator skilled in building rapport with customs officials and internal stakeholders.

EXPERIENCE

CUSTOMS CLEARANCE COORDINATOR

International Trade Associates

2016 - Present

- Coordinated customs clearance for a variety of international shipments.
- Ensured compliance with customs regulations and procedures.
- Collaborated with logistics providers to optimize shipment timelines.
- Prepared and submitted customs documentation accurately and timely.
- Conducted training for staff on customs compliance best practices.
- Resolved customs-related inquiries from clients and stakeholders.

CUSTOMS DOCUMENTATION SPECIALIST

Freight Logistics Group

2014 - 2016

- Managed the preparation of import/export documentation for customs clearance.
- Ensured accuracy in tariff classifications and duty payments.
- Provided support during customs audits and inspections.
- Maintained updated knowledge of trade regulations and compliance requirements.
- Communicated effectively with customs officials to facilitate clearance.
- Developed reports on customs activities for management review.