

# Jane Doe

## Ocean Freight Specialist



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### ◆ Summary

Highly experienced and certified ocean freight specialist with a strong background in supply chain management and shipping operations. Proven track record of optimizing freight operations and improving shipping efficiency. Possesses excellent communication and problem-solving skills, with the ability to work effectively in a team environment.

### ◆ Experience

**Ocean Freight Specialist** 2020-Present  
ABC Shipping Company Los Angeles, USA

Manage ocean freight operations, including booking, tracking, and delivery of shipments

- Coordinated with shipping lines to ensure timely and cost-effective transportation of goods
- Conducted freight audits to ensure compliance with regulations and company policies
- Collaborated with customs brokers to clear shipments through customs
- Analyzed shipping data to identify trends and optimize freight operations

**Shipping Clerk** 2019-2020  
DEF Logistics Chicago, USA

Assisted in the coordination of shipping operations, including data entry and document preparation

- Entered shipping data into the company's transportation management system
- Prepared and processed shipping documents, including bills of lading and commercial invoices
- Communicated with customers to provide updates on shipment status

### ◆ Education

**Bachelor's Degree** 2015-2019  
University of Logistics New York, USA  
Supply Chain Management 3.5

### ◆ Skills

Ocean Freight Operations  
Shipping Regulations  
Freight Auditing  
Transportation Management Systems  
Data Analysis  
Communication  
Team Management

### ◆ Languages

English Native  
Spanish Fluent

### ◆ Certificates

**Certified Shipping Clerk**  
2018  
International Shipping Association  
Certified as a shipping clerk with expertise in ocean freight operations

### ◆ Awards

**Ocean Freight Specialist of the Year**  
2020  
Shipping Industry Awards  
Awarded for outstanding performance and dedication to the ocean freight industry

## ◆ Hobbies



Sailing