

Daleen Forche

Import Export
Coordinator

Profile

Employment History

Education

Details

daleen.forche@gmail.com
(131) 826-5608
123 Main St, Boston, MA 02116

Dedicated Import Export Coordinator with 1 year of experience in efficiently managing logistics and ensuring seamless international trade operations. Adept at handling documentation, coordinating shipments, and maintaining compliance with industry regulations. Proven track record of streamlining processes, fostering strong relationships with vendors, and delivering exceptional customer service. Highly organized and detail-oriented, with a strong commitment to continuous improvement in a fast-paced global environment.

Import Export Coordinator at Berkshire Hathaway Specialty Insurance, MA

Mar 2023 - Present

- Successfully managed the import and export of over 5,000 shipments annually, ensuring timely delivery and compliance with international trade regulations.
- Streamlined the supply chain process, reducing shipment processing time by 25% and resulting in annual savings of \$200,000 for Berkshire Hathaway Specialty Insurance.
- Implemented an improved tracking system for imports and exports, increasing visibility and reducing lost or delayed shipments by 30%.
- Coordinated with global partners to negotiate favorable shipping rates, securing a 15% reduction in transportation costs and saving the company \$150,000 annually.

Assistant Import Export Coordinator at Kuehne+Nagel, MA

Jul 2022 - Feb 2023

- Successfully managed the import and export of over 500 shipments per month, ensuring timely delivery and compliance with all regulatory requirements.
- Streamlined communication between clients, carriers, and customs brokers, reducing response time by 30% and increasing overall customer satisfaction.
- Implemented a new tracking system for shipments, resulting in a 25% reduction in errors and increasing efficiency in the import and export process.
- Coordinated with multiple departments to resolve shipment discrepancies and delays, resulting in a 15% decrease in customer complaints related to shipping issues.

Bachelor of Business Administration in International Trade and Logistics at University of Massachusetts Amherst, MA

Aug 2018 - May 2022