

LaToya Fowler

Import/ Export Specialist/ Onsite rep/

(843) 480-0046

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EXPERIENCE

Odyssey Logistics International Services LLC - Export Specialist

May 2020- PRESENT

- Send Master B/Ls, Shipping confirmations, Distribution Notices and Banking information
- Monitor freight transit from departure to destination
- Weekly and Monthly billing
- Oversee, assist, and prepare customs export documents in a timely manner from source docs. Check for accuracy, report and fix errors
- Arrange shipping docs, clearances, and completeness of shi
- LTL ,FTL, and air freight management
- Spreadsheet management for all files, billing, and workflow management

JF Moran, Charleston, SC - Export Specialist

November 2019- February 2020

- Rate quotes for Ocean, trucking and marine insurance
- Create and Manage files
- Submit AES, ISF submission, In-Bond movements
- Track shipments from Origin to Overseas destinations
- Billing
- LTL and FTL freight management
- Manage customer specific spreadsheets for timeliness of freight

Geodis, Charleston, SC - Onsite Rep for Volvo

November 2018- November 2019

- Direct customer interaction with various teams.
- Shipment tracking, problem solving
- File maintenance, dual system accounts
- Billing, SOP Creation
- ISF filing, ACE Queries Piece count corrections
- Worked with planning and implementation teams
- Continuously managed MRD, MRP and scheduled freight delivery to the plant

Premier Logistics: Goose Creek, SC - Logistics Account Rep

August 2016- November 2018

- Ensure timely and accurate communications with Customer, LTL, FTL and dispatch in all matters
- Arrange documents for inbound/outbound and overseas exports

SKILLS

PFF
NET
CargoWise
IRIS
Accellos
Kellogg
SAP
Oracle
BNSF/CSX RAIL
SCP
ISF Manager
Panlink/ Pantrace
E-file
Cargo Point / BAMS
Gateway EDI
Medistreams
MS Word, Excel, Outlook, Power Point
GE Centricity
Sunrise
Insurance Desk for quotes and projections
MDIV
Availity
Image Now
60+WPM
Post payment, refunds, adjustments and file claims electronically
PaySpan
Orchard Labs
Commercial and Governmental sites
Navinet
Physicians Outreach
Great Plains
Foot prints for TAC tickets
Real Med and Relay Health
FreeView & Freedom Workflow
10 key and alpha numeric
13,000 keystrokes/hour w/ min errors
Telephone triage, and CSR

- Assist with driver check-in/check-out, and review docs for Customs/Canadian/International and container shipments.
- Act in accordance with ISO and Premier SOP
- Arrange with production line, customer service, brokers, and warehouse to ensure that we have the necessary stock for upcoming orders.
- Ensure that weekly, bi-monthly, and monthly billing for my customers is accurate, and timely

overflow

Panalpina: Charleston, SC, Manila, Philippines, Charlotte, NC — Import Doc Processing Agent

January 2015 - August 2016

- Handle and manage all customer contact at the file level
- Serve as a liaison between document processing, billing, rate validation, the business unit and customers
- Assure implementation at local level of company guidelines, and ensure KPI is met and exceeded Retrieve shipment details from shipment communication platform SCP
- Communicate/ Ensure freight release from ocean carriers
- Notify customer/ broker of arrival changes, Pick Up numbers, Last Free day, Demurrage, and Customs Hold notifications ect.

McKesson: Charleston, SC — EDI Associate

August 2010 - December 2015

- Data entry and spreadsheet maintenance.
- Update customer profiles and records.
- Track unpaid claims and follow up on unresolved issues
- Coordinates medical record and billing collection process with third party vendor and/or MHI.
- Work Edit reports via task management on a daily basis while maintaining company standard for productivity and errors. Work pre-set edit queues, on a daily basis for quick claim turnaround

CERTIFICATIONS

Hazmat / DG Certification
2017

Six Sigma White Belt
November 2015

SC Notary
Expires 8/29/ 2024

Total Quality Management
06/ 12/ 2014 expertrating.com

Licensed 2-15 Agent
2010

EDUCATION

SC Notary Public, expires 08/2024

Six Sigma White Belt Certification

May 2020

Cargo Wise Certified Operator, Online — *In Progress*

Expected May 2020

Management and Strategy Institute, online — *Project Management Essentials Certified (PMEC)*

August 2017

Management and Strategy Institute, online— *Six Sigma Green Belt Certified*

October 2016

Six Sigma Green Belt Certified - *Management and Strategy Institute*

October 18, 2016

Executive Management Certificate- *Management and Strategy Institute*

July 1, 2016

**Total Quality Management Certificate - Expert Rating
Global Certifications**

June 12, 2014

Miller-Motte Technical College— *Medical Assisting*

August 2000 - July 2002

Stratford High School — *Diploma*

1997

REFERENCES

Available upon request

