

## Hui Huo

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### **OBJECTIVE: Import /Export Specialist**

#### **SUMMARY OF SKILLS**

- Over 14 years of Canadian experience in freight forwarding/manufacturing industry
- Critical thinking and effective problem solving skills, proactive, positive to work
- Strong analytical skills, self-starter and able to work well under pressure
- Organized and detail oriented- able to prioritize tasks , able to handle multiple demands & tasks simultaneously,
- Team player with a high degree of enthusiasm and commitment
- Proficient with computer including Microsoft Office, Excel, Internet
- Strong planning and organizational skills
- Knowledge of ocean freight and road freight

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#### **PROFESSIONAL EXPERIENCE**

##### **Air Import Coordinator Schenker of Canada**

*still there*

2012-present

- Co-ordinate, arrange and monitor the transportation and movement of goods.
- Generate and prepare advise notes and other document efficiently and accurately, such as Cisco and Germany lane shipments
- Communicate and coordinate with customers, origin stations, brokers, carriers effectively, in order to process shipments accurately to reach customers satisfaction
- Issue invoices/credits accurately and in a timely manner
- Arrange for payment of transportation, storage and other related charges
- Collect COD payment, co-ordinate with Account Payable to solve billing issues,
- Follow up and update shipments status, send reports of certain accounts
- Split documents, file reports to customs, and arrange delivery or hand over to 3<sup>rd</sup> party carriers
- Timely update shipments events in the system for tracking purpose

##### **Senior Order Process Agent (International gateway) UPS Supply Chain Solutions, Toronto**

2003-2011

- Tracked , traced and followed up shipments by contacting carriers , overseas offices and customs
- Processed international shipments, inter modal shipments and cross-border shipments by coordinating with trucking companies, airlines and any other parties involved, dispatched delivery of shipments on daily basis

- Quickly and professionally answered inbound calls to determine call nature or inquiry to include explanation of services available, features, costs and other related services
- Effectively coordinated with overseas branches, supervisors/warehouse for any outstanding shipments
- Resolved problems and maintained an ongoing professional relationship with the internal and external customers
- Followed up on requests, tracked and routed shipments and orders in the most cost efficient manner , prepared reports and maintained various files, updated shipments status
- Updated shipments status in company's system for internal and external customer tracking
- Submitted intend claims against carriers for any shortage or damage

#### **Machine Operator**

2001-2003

#### **Digital Security Controls(Tyco), Toronto**

- Ordered parts and material from internal departments for the preparation of machine operating
- Operated the solder machine and processed orders by working together with co-workers and technicians.
- Executed general maintenance and cleaning of the machine
- Conducted inventory and made reports to supervisors

### **EDUCATION**

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#### **Certificate of International Transportation & Trade**

CIFFA

2014

#### **Community Development Intensive Training**

United Way Toronto

2008

#### **Introduction of Facilitation Workshop Training**

United Way Toronto

2007

#### **Book Keeping**

Skills for Change Toronto

2001

#### **Customs brokerage certificate**

Tianjin, China

1990

#### **Bachelor of Arts**

Tianjin Normal University, China

1987