

SEADON FONSECA

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SUMMARY OF QUALIFICATION

Business focused with 3 years in management and more than 5 years of diverse project experience in Logistics. Proficient at managing each phase of a projects life cycle, from assessing and initiation through closing and staying actively involved in all aspects to deliver high-valued services. Project professional with strong capabilities in forming, implementing innovative new ideas and creative strategies that are dedicated to continuous improvement methodology.

PERSONAL AND PROFESSIONAL ATTRIBUTES

- Worked with various systems and applications (SAP, Oracle, AS-400, MS Office, Word, Excel, Power point etc.)
- KPI and Quality management by leading, managing and employing changes
- Systematical thinker and mathematical problem solver
- Proactive, Self-motivated and action oriented to deliver impressive results
- Strong leadership skills to take control and produce results
- Strong interpersonal, organizational and analytical skills
- Able to handle multiple tasks and projects simultaneously
- Quickly absorbs and retains new information and procedures
- Excellent understanding of supply chain and lean methodology
- Dynamic presentation with impeccable written and verbal communication
- Open-minded and able to overcome any situation with ease
- Excellent computer skills with a high level of accuracy and success
- Establishing networking, business and sales development
- Trustworthy and reliable of meeting deadlines on time and solving immediate and long term problems

PROFESSIONAL EXPERIENCE

Freight Systems Canada Inc. - Mississauga, ON Customer Service Supervisor



FREIGHT SYSTEMS

September 2016 – Feb 2018

- Managing Ocean & Air Exports as well as Ocean Import Consolidations.
- Responsible for supervising 6 direct reports across 3 department teams.
- Completing daily quotations to gain business and increase profits.
- Created Air and Ocean Bookings and completed planning for cargo management.
- Arranged inland cargo transportation across Canada to various airports and seaports.
- Updating status in the system for all exports shipments out of Canada.
- Completed Export documentation and clearance for all required cargo.
- Pre-alerted destination agents for each export shipment as required.
- Segregated Import consolidation container document re-manifest and submitted to customs.
- Managed monthly tariffs with vendors and updated vendor charges in the system.
- Invoiced customers and agents for all shipments in the system and posted and printed cheques for payment.

DHL Global Forwarding (Canada) Inc. – Mississauga, ON Gateway Team Lead, Canada



January 2015 – June 2016

- Managed Air export, LCL Ocean import & export gateway departments (including truck & rail) in SAP.
- Responsible for supervising 10 direct reports across 3 department teams.
- SMART criteria of monitoring and maintaining high & low-level **KPI's** to effectively achieve key business objectives.
- Resolving any problems that arose immediately, efficiently and effectively.
- Managed monthly air and ocean export flight & sailing schedules.
- Conducted and participated in weekly meetings with managers & team leaders to discuss process and improvements.
- Participated in the creation and revisions of Business process maps and implemented SOP's for gateway departments.
- Responsible for all gateway daily operations and employee out of scope decisions.
- Reviewed financial data with senior management to determine areas of profit or loss & make adjustments accordingly.
- Conducted Performance dialogues with teams to discuss problems, prevention, solutions and KPI's (daily to weekly)
- Managed department costing and invoicing was completed accurately prior to month end.

Panalpina Inc. – Mississauga, ON
Ocean Export Agent



July 2014 – December 2014

- Manages FCL & LCL ocean export cargo for various clients to numerous destinations.
- Creating RFQ's for trucking and loading containers for DG and non-DG shipments.
- Handling of documents for specialized equipment (Reefer containers).
- Prepares ocean documents for carrier and completes export declarations as needed.
- Distribution of DG declarations to the agents and carriers as required.
- Complete tasks in time to meet deadlines and updating tracking systems on real time basis.
- Invoicing clients, pre-alerting agents and closing files in a reasonable time frame.
- High multi-tasking of customer request and shipments in order to prioritize cut offs and documentation due dates.

C.H. Robinson Project Logistics – Mississauga, ON
Operations Coordinator (Air, Ocean – Import & Export)



2010 – 2014

- Onsite management at sites to deliver Wind Turbine components to Bluewater & Adelaide, ON (in-gauge & OOG).
- Managed Air, Land and Ocean (Container, RoRo & Break-bulk) projects to worldwide destinations for numerous clients.
- Drafted contractual agreements and submitted 'Requests for Quotations' (RFQ's) according to compliance.
- Preparing project documents and approving all custom documentation as required under L/C's
- Develop accurate achievable project plans and scheduling project tasks based on client's flexibility.
- Completed inventory and progress reports weekly and updated any known issues or risks.
- Provided senior management with estimated monthly revenue and profit projections.
- Reduced operating costs on numerous projects by 10 - 20% by implementing changes to deliverables.
- Managed all projects, ensuring they delivered on time, within budget and above client's expectations.

Emo Trans – Mississauga, ON
Import & Export Specialist (1 year contract)



2009 – 2010

- Re-manifest completion for project cargo security and screening.
- Coordinated shipment transfers from airlines to bonded warehouses for clearance.
- Consignment deliveries imported through Canada and routed through the USA.
- Followed CBSA / CBP procedures required to clear PARS and PAPS shipments.
- Export Declarations (B13) for all shipments departing from Canada.
- Developed client relations and future business.

Trans Group Worldwide – Mississauga, ON



2008 – 2009

Air Export Specialist

- Projects moves of shipments from Canada and USA to various destinations in South America, Europe, Asia and Australia.
- Delegation of files to colleagues to follow up and initiate shipments
- Provided knowledge of procedures and requirements to colleagues to ensure a smooth transition of shipment.
- Pre-alerted agents and advised them of requirements and expectations of client's projects.
- Consulted with DGC to handle various hazardous chemicals and medicines transported in passenger and cargo aircrafts.
- Audited files to ensure invoices were billed accurately and payments were made and received correctly.
- Managed personnel to ensure shipments were correctly labeled and delivery was scheduled to be on time.

Royal Canadian Steel Inc. (RCSI) – Brampton, ON
Accountant / Finance



2005 – 2008

- Maintained control of budget appropriations and audited all revenues and disbursements.
- Recorded and deposited all revenues coming into the accounting section.
- Complied with GAAP and maintained cost account ledgers and records.
- Preparation of monthly and annual budget statements. Audited and entered claims for services in Oracle.
- Assisted in analyzing financial and statistical information for use in reports and presentations.
- Made bank deposits and arranged for accounts payables by posting and printing cheques.

ACADEMIC QUALIFICATIONS

- Sheridan Institute – Business Administration Accounting – Completed August 20th, 2010
- Canadian International Freight Forwarding Association – CIFFA 1 certified June 28th, 2013
- Canadian International Freight Forwarding Association – Ocean Dangerous Goods and Safety certified
- Canadian International Freight Forwarding Association – ACR certified clearance by Transport Canada