

DEC. 7/15  
EMAIL SENT

41-44 RANGE

12:30pm

Marcia Corsaro  
Tel: 647-244-5502  
[marcialacerda26@yahoo.ca](mailto:marcialacerda26@yahoo.ca)

2-433 Lauder Ave.  
Toronto, ON M6E 3J1

October 18th, 2015

BDP CANADA  
10 Carlson Court, Suite 801  
Etobicoke, Ontario  
M9W 6L2

Ref.: Import Air/ Ocean Coordinator

Dear Mr. Barry Murphy

I would like to formally apply for Import Air/ Ocean Coordinator Position. I have been working with logistics operations and customer service for CISCO Systems Canada at DB Schenker for more than 3 years. I am confident that my skills, such as strong problem solving, highly motivated, fast learner and a great team player; combined with my background experience would make me an ideal candidate to assist BDP Canada's team.

Further qualifications I offer include the following:

- ✓ Proficiency in MS Office, Outlook, Lotus Notes, Adobe Acrobat and TMS Descartes ✓
- ✓ Demonstrated organizational and time management abilities by running many different shipments and working with deadlines ✓
- ✓ Excellent interpersonal and problem solving skills through dealing with clients and analyzing and finding the best solutions for them
- ✓ Great ability to details and review documents developed by preparing airfreight imports documents
- ✓ Strong communication skills and team oriented developed by projects and work done in group at previous job (customer service), college environment and with colleagues in different departments at current company.
- ✓ Motivation, fast-learner and multi-task
- ✓ Fluent in Portuguese (writing, reading and speaking) and advanced Spanish
- ✓ CIFFA II Certificate and FIATA Certification in progress

My resume, with my education, experience and skills, is enclosed for your review. I would welcome the opportunity of presenting my qualifications in a personal interview.

Thank you for your time and consideration.

Marcia Lacerda Corsaro

\* CANADIAN CITIZEN  
\* LIKES SCHENKER  
\* LIKES WHAT SHE DOES  
\* PERSONNEL MORE SENIOR, MOVEMENT  
\* LEARN MORE BIZ  
\* OPERATIONS - INBOUND PREALERTS  
CUSTOMS  
QUICK-CLER.  
\* AIR \*  
\* HAS TRUCK EXPERIENCE  
\* NO OCEAN IMPORTS.

# MARCIA LACERDA CORSARO

2-433 Lauder Avenue • Toronto, ON, M6E 3J1 • +1 647-244-5502 • [marcialacerda26@yahoo.ca](mailto:marcialacerda26@yahoo.ca)

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## Objective

Import Air/ Ocean Coordinator

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## Personal Profile

- ✓ Experience in handling air/ground freight imports, office administration and customer service
  - ✓ Great ability to details and review documents developed by preparing airfreight imports documents and previous positions
  - ✓ Excellent data entry skills
  - ✓ Self-starter, self-motivated, great problem solver and overall positive thinker
  - ✓ Proficient in MS Office, Outlook, Lotus Note, Adobe Acrobat
  - ✓ Demonstrated organizational and time management by setting up documentation and tasks in according with importance and urgency.
  - ✓ Strong communication skills and team oriented developed by projects and work done in group at previous job (customer service), college environment and with colleagues in different departments at my current company
  - ✓ Knowledge and experience of international business through education at George Brown College, Sheridan Institute of Technology and Advanced Learning and present position at DB Schenker.
  - ✓ CIFFA II Certification and FIATA in progress
  - ✓ Fluent in Portuguese and advanced Spanish
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## Professional Experience

**Air Import Coordinator, Schenker of Canada Limited, Mississauga**

**May 2012-Present**

- Receive pre-alerts and coordinate inbound shipments with overseas offices
- Customs clearance set up including PARS and AIR PARS for other custom brokers, re-manifest and advice note
- Arrive shipments once received the check-in from the warehouse and assist on cargo recovery from Airlines and Trucking Companies
- Ensure that files contain all necessary documents and all milestones events are entered
- Daily contact with the carriers for updates and rates
- Update shipment status including customs clearance, out for delivery, POD and exception codes in the system
- Make an appointment delivery and pick-up with the carries and customer when is required
- Communicate with origin and destination locations regarding shipment status and documentation
- Accurate billing and invoicing clients, customs brokers and overseas offices
- Track and Trace shipments with carries, including Airlines and Trucking companies
- Reconcile daily transactions and complete accurate data entry for deliveries in TMS Descartes.
- Work together with customer service, customs team and carriers to ensure shipment is cleared, delivered smoothly and customer is satisfied
- Contact customer to provide shipment update or obtain information needed
- Close file and make the necessary accrual

**Insurance Agent, State Farm Insurance Company, Toronto, On**

**2009-2010**

- Consulted on property and casualty insurance for various clients of different industries
- Prepared reports for insurance underwriters and negotiated with clients

- Renewed and modified existing policies
- Marketed and networked via telephone and in person to attract more clients
- Advised clients when and whether they needed to make a claim on their policies
- Developed and maintained relationships with surveyors, structural engineers, underwriters, photographers, and other professionals
- Collected insurance premiums and processing accounts
- Kept detailed records of each and every policy
- Interacted directly with general management and corporate financial officers to start insurance procedures and policies
- Collected information from clients and assessed their risk profiles and insurance needs
- Anticipated the insurance needs of clients, such as policy renewals
- Created and maintained relationships with the customers including planning and attending meetings and understanding the nature of the business and life of the client

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## Education

- **Canadian International Freight Forward – CIFFA I and II** **2014/2015**  
Mississauga
  - ✓ Essentials of Freight Forwarding
  - ✓ International Transportation and Trade
  - ✓ Specialized Freight Services
  - ✓ Supply Chain Management and Marketing
- **International Business Post-Graduate Certificate** **2012**  
Mississauga  
Sheridan Institute of Technology and Advanced Learning
- **Administration and Logistics Certificate** **2005**  
Toronto  
Working Skills Centre
- **Diploma in Business Administration** **2002**  
Brazil  
College of Technology of Sao Paulo - FATEC
- **Continuous Education at George Brown College** **2010**  
Toronto
  - ✓ Canadian Customs and Procedure
  - ✓ International Traffic and Transportation
  - ✓ International Trade Finance
  - ✓ International Trade Logistics

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## Volunteer Experience

- **Receptionist at Post-Globe 2012** **2012**  
Toronto  
Ontario Environment Industry Association – ONEIA
- **Interpreter Portuguese-English** **2007-2008**  
Toronto  
Community Action Resource Centre – Davenport

# MARCIA CORSARO.

- NATURALIZED CANADIAN CITIZEN
- 2003 → CANADA.
- LIKES MOST ? - LIKES TO BE BUSY
  - DOES NOT LIKE IDLE TIME
  - WANTS VARIETY
- DESCRIBE AS PERSON
  - LOYAL ✓
  - HONEST ✓
  - DOES NOT LIKE LYING ✓
- → SUPERVISOR →  
HELP.
- RIGHT NOW WANTS TO LEARN MORE
- GROW WITH COMPANY
- CHARACTERISTICS - HARDWORK
  - EAGER LEARNER
  - OPEN TO HELPING WHEREVER.
- JUST GOT 2 SCREENS, NOT PAPERLESS.
- GETS ALONG WITH EVERYBODY
- PROFESSIONAL. KEEPS SEPERATE
- WORK ATMOSPHERE -
- CURRENT MGR. NOT ALL THAT TOUGH
- OK WITH DIRECTION
- OK WITH CONSTRUCTIVE CRITICISM
- ① 2 W.V. NOTICE.
- SALARY RANGE (