

Yongxin Kari Dai

Hayward, CA 94541, 415-806-8891, dai.daiou@gmail.com

EDUCATION

San Francisco State University and major in Hospitality and Tourism Management BS

2010- 2014

EXPERIENCE

Import Agent

Apex Maritime Co., Inc.

October, 2015- Present

Burlingame, CA

- Developing strong customer relations with sales team, customers, and trucking companies
- Coordinating pre-booking with sales regarding pre-customs filing, rate, routing
- Responding to sales and customer inquiries for pricing and delivery
- Collecting ocean import documentation and submit to brokers for customs clearance
- Communicate status of orders to relevant teams both internally and externally
- Monitoring shipments status including arrival, clearance, rail/ vessel schedule, exam hold
- Coordinating cargo delivery/reschedule to final destination
- Taking care of urgent diversion/transload/filing request
- Arranging payment timely to trucking company, steamship line, terminals, or even exam sites
- Issuing/billing invoices to clients properly following SOP and follow up payment status

Import/ Entry Agent

Dynasty Customs Broker, Inc.

Feb 2015- September 2015

South San Francisco, CA

- Input import documentation (Importer Security Filing) in US customs system
- Had awareness of import documents provided properly
- Kept tracking status of shipment, location of warehouse, trucker, and reporting to clients
- Followed up with clients, agents, or freight forwarder for entry documents in order to file entry on time
- Arranged or advised clients schedule for cargo picked up
- Answered general inquiries from customers and overseas agents

HIGHLIGHTS

SKILLS

- | | | |
|---|--------------------------|--|
| • Language skills: Mandarin and Cantonese | • Customer Service | • Project Operations |
| • Microsoft Office (Microsoft Excel, Word, Outlook, and PowerPoint) | • Research | • working independently |
| | • Flexible | • Detail-oriented |
| | • Self-motivated | • Capacity to be flexible and take on a variety of tasks |
| | • Logistics Coordination | |