

James Dominic S. Liao

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Website/Portfolio: <https://nico-liao0918.github.io/LPOJW/>

Profile

Business Administration graduate with a major in Export Management, experienced in logistics, documentation, and administrative support. Skilled in import/export processes, basic accounting, and project coordination. Highly motivated, detail-oriented, and eager to contribute practical knowledge to professional operations in logistics, trade, or administrative roles.

Work Experience

ATG SealandAir Freight Forwarding Company – Intern (Documentation Staff)

May 2022 – August 2022

- Prepared import and export documents, ensuring compliance with customs regulations.
- Calculated tariffs, VAT, and duties to support accurate client cost estimation.
- Encoded and submitted documents on the Bureau of Customs (BOC) portal for timely processing.
- Assisted in inspections and shipping line document processing, supporting smooth logistics operations.

Martha's Home – Intern (Clerk Staff)

January 2018 – March 2018

- Assisted in administrative and clerical tasks, including document editing and proofreading.

- Supported basic accounting and budget tracking for accurate financial management.
 - Helped manage company resources to maintain efficient daily operations.
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Education

De La Salle – College of Saint Benilde

Bachelor of Science in Business Administration, Major in Export Management

August 2018 – August 2022

Projects

Capstone Project: Service Company Export to Thailand – Feasibility Study

- Conducted market analysis, cost projections, and regulatory assessment for exporting services.
- Applied logistics planning and financial evaluation to assess project viability.
- Collaborated with a team to produce and present a comprehensive feasibility report.

Interconnected Websites – Personal Project

- Developed and managed 16 websites (12 completed, 4 ongoing) using HTML and CSS for portfolios, blogs, and service sites.
 - Ensured smooth navigation, interactive elements, and user-friendly design across all sites.
 - Demonstrated project management and organizational skills through handling multiple simultaneous projects.
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Skills

- Documentation & Logistics Support
 - Administrative & Clerical Tasks
 - Basic Accounting & Budgeting
 - Microsoft Office (Word, Excel, PowerPoint)
 - Bureau of Customs (BOC) Portal Familiarity
 - Communication & Teamwork
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Languages

- Filipino: Native
 - English: Fluent
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References

Available upon request