

# Roxanne Pineda

## **OCEAN,AIR,LOGISTICS,AP/AR**

La Mirada, CA 90638

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562-677-4486

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Airfreight Import Specialist (Contract)**

Trinity Logistics - Los Angeles, CA

March 2018 to April 2020

Communicates daily via phone, email, text with internal and external stakeholders on day to day activities.

- Proactive tracking and follow-up on inbound shipments to the final ports
- Coordinate with airline to ensure shipping routes are applied as programmed and as best convenience to customer.
- Detect and resolve issues regarding shipping billing discrepancies and import freight claims if existing.
- Act as a liaison between Custom Brokers, freight forwarders, customers and exporters
- Tracking, tracing, and updating the status of shipments on a daily basis
- Prepare all necessary data entry and confirmation of key milestones (departure, arrival, customs clearance, PODs, etc.) as specified by Customer Standard Operating Procedures.
- Oversee the pick-up and transfer of shipments with appropriate partners.Provide daily activity reports to management
- Coordinate and arrange truck to pick up air import/export shipments from various airlines
- Expedite clearance and delivery to meet client's requirements, A/R, and A/P

### **Logistics Clerk/Import Specialist**

Tricap International Inc - Carson, CA

January 2016 to April 2018

- Arrange outbound/inbound cargo shipments from start to finish. -Communicate with both internal and external customers
- Coordinate the routing of import and export bookings with airline and ocean carriers
- Collaborate and build relationships with customers, carriers, and agent representatives regarding air, ocean, import, and export products to strengthen service competitiveness
- Prepare all necessary shipping documentation related to international bookings and process all import and export documentation to clearing agents to including: HAWB's, MAWB's, AES filings, Manifest, Shipping Instructions, Hazardous Cargo Declarations, Bill of Ladings, and Certificate of Origin.
- Dispatch pick-ups to authorized agents, shipping lines, airlines, trucking companies, clearing agents, warehouses, and all other parties involved in the shipment

- Track and trace shipments, researching and resolving any issues regarding billing or shipping discrepancies, communicate timely correspondence back to both customers and vendors.
- Act as a liaison with Custom Brokers and agents, along with Ocean and Air Terminal Operators
- Coordinate with overseas agents, carriers, customs brokers, terminals, truckers, warehouses, and customers to ensure timely release and delivery of freight and empty container return.
- Provide timely rate quotations to overseas agents & customers.
- Process and prepare import documents as required.
- Work with customs brokers for customs clearance
- Track, trace and update customers regarding arrival, delivery, and shipment status.
- Identify and resolve issues which could delay release or delivery of freight.
- Provide accurate and timely billing and invoicing of shipment
- Develop and maintain strong relationships with overseas agents, carriers, truckers, warehouses and customers to provide the best service possible to our customers.
- Vendor compliance

### **Accounts Payable Representative**

Autosplince Inc - Paramount, CA

February 2010 to November 2016

- Develop a strong working relationship with the Operations group, assigned vendors and internal departments such as general ledger
  - Reconciliation of the vendor statements to confirm that the correct costs have been accrued by import and export operations. Review monthly statement
  - Facilitate the correction of disputes through close contact with import and export operations. Follow up with operations to ensure disputes are promptly corrected.
  - Timely approval/vouchering of reconciled accrued costs in the Operating system in order to issue timely payments.
  - Reporting of monthly reconciliation of activities. This includes progress in obtaining statements, updating contact information and resolution of 60 day activity to manager.
  - Issue weekly payments and file backup documents to payment paperwork.
  - File and maintain incoming documents in work area
  - Obtain proper signature/approval for utilities and process in Oracle or the accounting system used.
  - Maintain familiarity with all procedures, operating systems and supplemental information as provided.
- Provide backup to accounts payable department staff as needed.  
Review outstanding checks list for possible returns and resolution.  
Participate in the audit process
- Assist with various accounting projects and perform other duties as assigned.

### **LogisticsBilling Clerk**

Conway Freight

June 2004 to January 2010

- Maintain up-to-date billing schedule
- Process ACH, credit cards, and checks
- Carry out billing, collection and reporting activities according to specific deadlines
- Investigate and resolve customer inquiries
- Process adjustments to payment schedules

-Organizing a recovery system and initial collection efforts -Communicating with customers via phone, email, mail or -Generating reports  
-Tracking status of e-billed invoices  
-Revising and resubmitting rejected invoices  
Reviewing pre-bills and requesting revisions of incorrect entries.

## Education

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### **Medical Assistant**

Bryman College - Anaheim, CA  
2000 to 2002

### **Diploma**

Anaheim High School - Anaheim, CA  
1995 to 1999

## Skills

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- General Ledger Accounting
- General Ledger Reconciliation
- EDI
- Bank Reconciliation
- ACH

## Additional Information

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### Technical Skills:

AS400, EDI,  
3PL central, 3PLink  
Cargowise, eModol  
Data entry and 10-Key  
Self-Motivated  
Quick learner  
Focused and accurate  
Attention to detail  
Customer service and logistics  
Database management  
QuickBooks and Spreadsheets  
MS Office (Word, Excel, ADP, and PowerPoint)