**KELLY ADAMS**825 Ontario Road
Welland, ON L3B 5V6Phone: (905) 788-3751Email: kadams@gmail.com

**Qualifications Highlights**

* Comprehensive understanding of customs processes
* Complete knowledge about documentation and regulatory requirements
* Familiar with U.S. regulatory import and export compliance, and international trade policies and procedures
* Outstanding presentation and analytical skills
* Commendable problem-solving and communication skills
* Ability to negotiate extensions for clearance of goods while the documents are still under process

**Employment Experience**

**Customs and Admin Supervisor**

*Spring Creek Carriers*, Beamsville, Ontario 2012-2016

* Prepared and processed import/export documents and other forms on behalf of clients according to customs regulations, laws, and procedures
* Informed clients about customs regulations, shipping restriction, international tariffs, and insurance requirements
* Assigned codes to shipments for easy tracking
* Traced and updated clients about the location of shipment each day

**Office Assistant**

*Wayne Industries of Canada,* Hamilton, Ontario 2010-2011

* Prepared and processed inbound/outbound document for railcar and truck shipments

**Shipper/Receiver**

*Redtrac International*, Vineland, Ontario 2004-2009

* Assembled containers and crates, recorded contents using computer system, packed goods to be shipped and affixed identifying information and shipping instructions within Canada and US
* Oversaw loading and unloading of goods from trucks or other conveyances
* Inspected and verified incoming goods against invoices or other documents, recorded shortages and rejected damaged goods
* Packed and prepared necessary documents for RGA, monthly, and core returns
* Closed customer invoices with charge/credit card accounts
* Maintained and replenished products on shelves and display units by transporting items between storage areas and frontends; investigated any discrepancies against inventory reports

**Page 1**

**Page 2 KELLY ADAMS 905-788-3751 kadams@gmail.com**

**Employment Experience**(continued)

**Shipping Clerk**

*John Deere,* Welland, ON 2005-2006

* Carried out scheduled and off-schedule audits in branches of bank
* Trained the personnel on realization of the given activity
* Prepared LTL consolidated loads for shipping; invoiced all orders prior to shipping
* Completed spreadsheets, bills of landings, outbound and inward manifests, and proforma invoices including EOSs, overseas export orders, Hazmat orders, repairs, flashes, interfactory and vendor direct moves
* Put together complete goods loads customs documents for line release using Purolator, Federal Express and DHL shipment
* Communicated with Brokers and Drivers daily
* Trained new staff within the shipping office

**Customs Clerk**

*Kueghne & Nagel Customs Brokers Ltd*,Fort Erie, Ontario 2004-2005

* Arranged and prepared paperwork necessary for customs clearances
* Confirmed the nature of products to be imported and coordinated shipping processing

**Bus Driver**

*First Student Canada*, Welland, Ontario 2001-2008

*Laidlaw Transportation Services*, Welland, Ontario 2001-2004

* Drove school bus according to designated schedule
* Assisted students off and on the bus
* Provided information on safety measures to be taken into account
* Performed pre-trip and post-trip inspections
* Responded to inquiries from students and parents

**Education and Certificates**

**Customs Broker Qualification Course**

*Canadian Institute of Customs Broker*

**Certification from Revenue Canada Customs and Excise**

**References Available Upon Request**