

# LaToya Fowler

Import/ Export Specialist/ Onsite rep/

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## EXPERIENCE

### **Odyssey Logistics International Services LLC – Export Specialist**

May 2020– PRESENT

- Send Master B/Ls, Shipping confirmations, Distribution Notices and Banking information
- Monitor freight transit from departure to destination
- Weekly and Monthly billing
- Oversee, assist, and prepare customs export documents in a timely manner from source docs. Check for accuracy, report and fix errors
- Arrange shipping docs, clearances, and completeness of shi
- LTL ,FTL, and air freight management
- Spreadsheet management for all files, billing, and workflow management

### **JF Moran, Charleston, SC – Export Specialist**

November 2019– February 2020

- Rate quotes for Ocean, trucking and marine insurance
- Create and Manage files
- Submit AES, ISF submission, In-Bond movements
- Track shipments from Origin to Overseas destinations
- Billing
- LTL and FTL freight management
- Manage customer specific spreadsheets for timeliness of freight

### **Geodis, Charleston, SC – Onsite Rep for Volvo**

November 2018– November 2019

- Direct customer interaction with various teams.
- Shipment tracking, problem solving
- File maintenance, dual system accounts
- Billing, SOP Creation
- ISF filing, ACE Queries Piece count corrections
- Worked with planning and implementation teams
- Continuously managed MRD, MRP and scheduled freight delivery to the plant

### **Premier Logistics: Goose Creek, SC – Logistics Account Rep**

August 2016– November 2018

- Ensure timely and accurate communications with Customer, LTL, FTL and dispatch in all matters
- Arrange documents for inbound/outbound and overseas exports

## SKILLS

PFF  
NET  
CargoWise  
IRIS  
Accellos  
Kellogg  
SAP  
Oracle  
BNSF/CSX RAIL  
SCP  
ISF Manager  
Panlink/ Pantrace  
E-file  
Cargo Point / BAMS  
Gateway EDI  
Medistreams  
MS Word, Excel, Outlook,  
Power Point  
GE Centricity  
Sunrise  
Insurance Desk for quotes  
and projections  
MDIV  
Availity  
Image Now  
60+WPM  
Post payment, refunds,  
adjustments and file claims  
electronically  
PaySpan  
Orchard Labs  
Commercial and  
Governmental sites  
Navinet  
Physicians Outreach  
Great Plains  
Foot prints for TAC tickets  
Real Med and Relay Health  
FreeView & Freedom  
Workflow  
10 key and alpha numeric  
13,000 keystrokes/hour w/  
min errors  
Telephone triage, and CSR

- Assist with driver check-in/check-out, and review docs for Customs/Canadian/International and container shipments.
- Act in accordance with ISO and Premier SOP
- Arrange with production line, customer service, brokers, and warehouse to ensure that we have the necessary stock for upcoming orders.
- Ensure that weekly, bi-monthly, and monthly billing for my customers is accurate, and timely

overflow

## **Panalpina: Charleston, SC, Manila, Philippines, Charlotte, NC — Import Doc Processing Agent**

January 2015 - August 2016

- Handle and manage all customer contact at the file level
- Serve as a liaison between document processing, billing, rate validation, the business unit and customers
- Assure implementation at local level of company guidelines, and ensure KPI is met and exceeded Retrieve shipment details from shipment communication platform SCP
- Communicate/ Ensure freight release from ocean carriers
- Notify customer/ broker of arrival changes, Pick Up numbers, Last Free day, Demurrage, and Customs Hold notifications ect.

## **McKesson: Charleston, SC — EDI Associate**

August 2010 - December 2015

- Data entry and spreadsheet maintenance.
- Update customer profiles and records.
- Track unpaid claims and follow up on unresolved issues
- Coordinates medical record and billing collection process with third party vendor and/or MHI.
- Work Edit reports via task management on a daily basis while maintaining company standard for productivity and errors. Work pre-set edit queues, on a daily basis for quick claim turnaround

## **CERTIFICATIONS**

**Hazmat / DG Certification**  
2017

**Six Sigma White Belt**  
November 2015

**SC Notary**  
Expires 8/29/ 2024

**Total Quality Management**  
06/ 12/ 2014 expertrating.com

**Licensed 2-15 Agent**  
2010

## **EDUCATION**

**SC Notary Public, expires 08/2024**

**Six Sigma White Belt Certification**

May 2020

**Cargo Wise Certified Operator, Online — *In Progress***

Expected May 2020

**Management and Strategy Institute, online — *Project Management Essentials Certified (PMEC)***

August 2017

**Management and Strategy Institute, online— *Six Sigma Green Belt Certified***

October 2016

**Six Sigma Green Belt Certified - *Management and Strategy Institute***

October 18, 2016

**Executive Management Certificate- *Management and Strategy Institute***

July 1, 2016

**Total Quality Management Certificate - Expert Rating  
Global Certifications**

June 12, 2014

**Miller-Motte Technical College— *Medical Assisting***

August 2000 - July 2002

**Stratford High School — *Diploma***

1997

## REFERENCES

**Available upon request**

