

KEFEI CHEN

59 South Demarest Avenue, Bergenfield, NJ 07621 • Cell: 2012385869 •
kchen8733@gmail.com

Education

High School Graduate (1977): Shanghai, China

Work History

Logistics Operator & Dispatcher, May 2011 to Current

Haitian Logistics- Newark, New Jersey

- Manage accounts payable and accounts receivables
- Coordinate office and warehouse materials, and deliveries with vendors
- Handle customer service interactions via email and high volume of incoming/outgoing calls
- Maintain overseas freight status and tracking updates for clients
- Dispatch trucking arrangements for export shipping containers
- Monitor terminal pick up and return of export shipping containers on vessels
- Prepare electronic filing submissions for US customs and border protection

Billing and Dispatch Coordinator, August 2006 to February 2011

JC International- Bergenfield, New Jersey

- Managed accounts payable and accounts receivables
- Handled customer service interactions via email and phone calls
- Dispatched trucking routes for pick-up and drop-off
- Arrange shipments via online loads with quickpay
- Coordinate office materials, and deliveries with vendors

Skills

- Quickbooks (Chinese)
- MS Office
- Customer Service
- Google Suite
- Bilingual- Mandarin