

James Dominic S. Liao

Address: BF Homes, Parañaque City, Philippines

Mobile: +63 915 147 2310 / +63 931 213 4150

Email: jamesliao009@yahoo.com

Driver License: Philippine Driver's License Non Pro with Codes/Restrictions/Categories: A, A1, B, B1, B2. (Willing to Upgrade to C, D, BE, CE).

Link: [ULP-J Website](#)

Work Experience

ATG Sealand Air 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.
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Skills

- Documentation & Logistics Support
 - Administrative & Clerical Tasks
 - Basic Accounting & Budgeting
 - Microsoft Office (Word, Excel, PowerPoint)
 - Communication & Teamwork
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Languages

- Filipino: Native
 - English: Fluent
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References

Available upon request