



JAMES ANTHONY MARAÑA

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SUMMARY

Entry-level Freight Assistant with a solid administrative background and prior experience in local logistics operations. Equipped with specialized training in freight brokerage and truck dispatching, supported by hands-on coursework simulating real freight scenarios. Strong in client communication, multitasking, and resolving time-sensitive issues while maintaining accuracy and professionalism.

WORK EXPERIENCE

Deliver Driver (Grab Phil.) **October 2021 - Present**

- Deliver parcel and passengers

Insurance Virtual Assistant (Agency in Pennsylvania) **August 2019 - 2020**

- Experience in quoting personal lines such as Auto, Home, Dwelling fire and renters.

Warehouse Supervisor (Wyler Ent.) **May 2004 - 2010**

- Supervising stocks and people works.
- Preparing orders for client and checking stocks for Continuous availability.
- Checking and Dispatching deliveries from point to point.
- Monitoring and input stocks availability to log books.

EDUCATION

Bachelor of Science in Business Management (undergrad) **June 2000**

Colegio De San Juan De Letran

ADDITIONAL INFORMATION

- Tools: TMS Platforms, Load Boards, Freight Class Calculator, Google Workspace, MS Office
- Familiarity with industry terms: LTL, FTL, Intermodal, Drayage, HOS, BOL, Rate Sheets
- Availability: Full-time / Remote

KEY SKILLS

- Load Tracking & Scheduling (trained)
- Quoting & Rate Negotiation (trained)
- Carrier & Shipper Communication (trained)
- TMS Navigation & Data Entry
- Load Boards Research & Posting
- Freight Class Calculation
- Customer Support & Conflict Resolution
- Problem-Solving & Multitasking

RELEVANT TRAINING

Freight Courses 101 – 3 - Day Freight VA Challenge

- Learned fundamentals of freight brokerage, dispatching, quoting, and rate negotiations.
- Gained hands-on practice with TMS platforms, load boards, and freight class calculators.
- Trained in carrier lane specialization, broker-carrier agreements, and track & trace.

Training # 2

- Learned fundamentals of freight brokerage, dispatching, quoting, and rate negotiations.
- Gained hands-on practice with TMS platforms, load boards, and freight class calculators.
- Trained in carrier lane specialization, broker-carrier agreements, and track & trace.

CHARACTER REFERENCES

Mark Gil Mariano
P&C Insurance Support
09914384148

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I hereby certify that the above information is true and correct to the best of my knowledge and belief.

_____ **JAMES ANTHONY S. MARAÑA** _____

Signature over Printed Name