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Ashland, OH 44805

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Major: Business Management  
Ashland University, Ashland, Ohio

Major: Paralegal Studies  
North Central State College, Mansfield, Ohio

*Trade Compliance/Logistics  
Lippert Enterprises, Ashland, Ohio*

2/2020 – Present  
(419) 281-8084

Verbal and written customer service via telephone and email; order entry in NAV; preparation of commercial invoices and packing lists; preparation of proforma invoices for nonchargeable sales; inventory adjustments; issuing purchase orders; contact with freight forwarders and carriers for rate quotes on cargo moves; work with customs broker direct for foreign imports; classification of components including assignment of HTSUS and Schedule B; assignment of Country of Origin; review of foreign customers using export.gov Consolidated Screening List; procedure writeups

*Foreign Trade Specialist  
Schaeffler Transmission Systems LLC, Wooster, Ohio*

8/2015 – 2/2020  
(330) 264-4383

Verbal and written customer service via telephone and email; FTA solicitations, uploading of information and calculations for eligibility through review of Bills of Material; CAFÉ and AALA qualifications; Buy America subcomponent confirmations; SAP database; proforma invoice preparations; import compliance confirmation; assignment of HTSUS and Schedule B number; steel evaluation; handling of matters for shipments that have not cleared Customs; 9801 US Goods Returned declarations; responses for CF28 inquiries; diverse culture experiences; drafting of Customs compliance documentation; creating forms/documents; advising/instructing for special projects and attendance of meetings for international cargo imports and exports; timekeeper responsibilities; SAP reports; data entry in SAP for outbound shipments; compliance research and continuing education; handling of confidential matters

*Supervisor, International Trade Management  
Star USA, Inc., Ashland, Ohio*

10/2008 – 8/2015  
(419) 281-4100

Verbal and written customer service via telephone and e-mail; NAFTA solicitation and data entry; SAP database experience; cross borders invoice preparation and handling of matters for shipments that have not cleared Customs; customer reports; overseas cultural customer service experience; vessel tracking; Import Security Filing (ISF); Electronic Export Information (EEL); writing of procedures and job descriptions; creation of training programs; drafting of Customs compliant documentation such as NAFTA agreements and Certificates of Origin; determining classification of products and qualification for NAFTA through review of Bills of Material; creating forms/documents; completing Manufacture's Affidavits; online tariffs; B13 Canadian export notifications; 9801 US goods returned documentation; handling of confidential matters; training and supervising of new employees

Certified Classification Specialist (12/2018)  
Hazardous Material Certification via FedEx Trade Networks (2/2020)

BIS Certificate of Training in Complying with US Export Controls (9/2020)  
Customs Brokers License (5/26/2021)

**ACHIEVEMENTS:** Leader of several small groups at Ashland University  
Head coach Ashland Soccer Association 2000 girls' recreational league 2006-2009  
Head coach Ashland Soccer Association 06/07 and 08 girls' rec league 2011-2012  
Division Manager of Ashland Soccer Association 06/07/08 girls rec league 2011-2012  
Assistant Coach Appleseed Youth Soccer Association 2014-2015  
Ashland High School Choir Booster, Treasurer 2013-2015  
Finance Committee for Heritage Baptist Church – three two year rotations  
Long-Range Planning Committee for Heritage Baptist Church 2014  
Team Manager for Panthers FC soccer club – 2021-present

**ORGANIZATIONS:** Delta Mu Delta Honorary Society  
International Compliance Professionals Association (ICPA)

**ADDITIONAL SKILLS:** Word, Windows, WordPerfect, Corel Suite, MS Office, Quick Books, Excel, Access, SAP, NAV, Internet Explorer, Outlook, Google, Google Chrome, Google Docs, Notary Public

**REFERENCES:** Amy Johnson – (567) 203-2008 – [ajohnson1@zoominternet.net](mailto:ajohnson1@zoominternet.net)  
Emmalea Brinker – (567) 203-7258 – [emmaleamarie@aim.com](mailto:emmaleamarie@aim.com)  
Justin Norris – (330) 347-1925 – [justinnorris18@gmail.com](mailto:justinnorris18@gmail.com)