

Professional Summary

Experienced Trade Compliance manager with over 5 years in International Trade. Is consistent, dependable, and accurate in carrying out responsibilities to a successful conclusion. Can be counted on to achieve results in an emergency situation. Displays a strong personal commitment to successfully complete all tasks. Possesses the knowledge to handle work of the most complex nature.

Skills

- Leadership to educate and teamwork with multiple business functions to achieve success
- Clear communication skills
- Detail oriented and self-starter
- Organization/Priority innovator
- Experience in managing and declaring assists
- Promoting a business culture of trade compliance and ethics
- Microsoft Suite: Access, Excel (V-lookup, Pivot tables), PowerPoint, and Word
- HTS Classification, COO, and Free-Trade Agreements, GSP
- Mexico/US Routed Exports
- Import/Export Compliance Audits, SLI/EEI filing
- Developing, managing and conducting risk-based trade compliance training
- Bilingual: Intermediate Spanish: speaking and writing
- Designing, drafting and implementing trade compliance policies and procedures tailored specifically to legal, business and compliance requirement

Work History

Corporate Trade Compliance Analyst Remote 10/2022 to 11/2022

Nifco America Corp.. – Canal Winchester, Ohio

- Train suppliers on compliance requirements while creating certificates of origin focus USMCA
- Learned the maquiladora process: risks and benefits
- Attended Local content report training
- Performed global trade compliance risk analysis

Americas Logistics & Trade Compliance Manager Virtual/Hybrid 07/2020 to 10/2022

Metso Outotec (USA), Texas Shredder – Lindemann USA Inc. – San Antonio, Texas

- Respond to time-sensitive operational requests and emerging regulatory requirements
- Developed and oversaw process for communication with all relevant government agencies and participate in investigations of non-compliance.
- Experienced in areas of Trade Compliance, USMCA, GSP, ACE, International Transportation, and Logistics including a strong emphasis on import and export compliance.
- Provided daily global trade import/export advice to support daily operations including global projects

Customs Compliance and Logistics Coordinator On-site/Virtual 10/2019 to 06/2020

Metso Minerals Industries Inc. San Antonio, Texas

- Collaborated with internal stakeholders to address trade compliance matters.
- Classification and maintenance of customs Tariff Codes for all products including management of master data on the corporate ERP system
- Create all required documentation including commercial invoices, shipper's letter of instruction, air waybills, packing lists, USG property transfer forms, and other documentation as necessary for both domestic and international shipments

Lead Export/Import Coordinator 2 On-site 03/2017 to 9/2019
Huntington Ingalls Industries-Newport News Shipbuilding – Newport News, Virginia

- Coordinated efforts of 3 team members engaged in Import project for solution development to hurdles to delivery.
- Provide education, training, and communications on GTC compliance policies and procedures, SME
- Established and documented the valuation method for unique transactions including HTS classifications.
- Responsible for vetting all foreign-sourced quotes, purchase orders and modifications details including terms, valuation, logistics and duty-free entry practices.
- Monitored liquidation status in ACE to arrange post-summary correction projects for purchase orders averaging ~4 million.
- Saved \$6K annually by researching and implementing broker communication for all imports as a cost-saving initiative and creating fresh new approaches to long-standing problems.

International Parts & Accessories Coordinator On-site 11/2009 to 12/2014
E-Z-GO, A Textron Company – Augusta, Georgia

- Managed daily international shipment schedule including packing specifications and special markings.
- Arranged 20 daily shipments: containers (FTL/LTL), Air (FedEx/DHL), and via truck direct to distributor/dealer or third-party.
- Provided personal freight quote service to save customers \$100+ on freight for each LTL Air shipment.
- Arranged 20/40' ft containers monthly at 40,000 kilos including some hazardous due to paint or batteries.
- Processed customer orders, initial order receipts, order entry, sourcing escalation, back-orders, and logistics for golf-car parts in response to customer needs.
- Performed detailed research and communication with multiple warehouse and billing clerks to accurately report monthly sales to Parts VP-annual sales totaled ~\$1 million.

Education

Bachelor of Applied Science: Business Administration – International Business 2007
Bellevue University - Bellevue, NE
Master of Applied Science: Business Administration – Supply Chain & Logistics 2021-Present
Liberty University – Lynchburg, VA

Certifications

- Certified Customs Specialist (CCS) – National Customs Brokers & Forwarders Association of America, Inc. (NCBFAA) Educational Institute 2022
- Certification: Transportation and Logistics (CLT) - Association for Supply Chain Management (APICS) 2015
- Certified Classification Specialist (CCLS) – Global Trade Academy (GTA) 2017

Affiliations

International Compliance Professionals Association (ICPA) Member: 2017 – Present
National Customs Brokers & Forwarders Association of America, Inc. (NCBFAA) Member: 2022