

Francine M. Janowiak
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Objective

My experience provides me with the ability to grow in logistics, imports, exports, and international trade compliance. Responsible for day-to-day compliance with Customs classification and import/export trade. I have a passion for organization, following procedures, and attention to detail. My dedication will be a proven asset to your company. I am a team player with a positive attitude!

Employment

Viega, LLC, Broomfield, CO (Remote) 05/2021 – Present

Customs Compliance & Logistics Specialist

- Responsible for recordkeeping, country of origin, and HTS classification
- Communicates with carriers, CBP, and other parties to resolve issues.
- Respond to Customs CF28's
- Respond to broker inquiries for Imports to ensure quick resolution for Customs clearance
- Heaving contact with Procurement, Accounts Payable, and Upper Management
- Proactively monitors all daily activities to ensure smooth delivery of Imports
- Conducts monthly audits of import and export entries
- Assists the Trade Compliance Manager with Reconciliation
- Reviews daily transit reports for potential delays
- Obtains freight quotes, books shipment, prepare paperwork for export shipments
- Documents broker/forwarder issues
- Audits and approves freight invoices
- Assists the company in preparing for CTPAT Certification
- Assist with damaged freight claims
- Key player in the transition to S4 Hana, new product change requests

Shure Incorporated, Niles, IL (Hybrid) 02/2012 – 06/2021

Senior Global Trade Compliance Analyst

- Exercise judgment within defined procedures and practices to determine appropriate action
- Provide a variety of work and analysis to ensure compliancy with CBP regulations
- Provide input and recommendations to the development of departmental processes and procedures
- Work with other departments, outside agents, customs brokers, and attorneys
- Represent the department at internal meetings or functions outside the office
- Lead annual USMCA solicitation and work with outside firm, suppliers, and internal key stakeholders
- HTS Classification
- Assist in the development and implementation of both import and export global procedures
- Handle mass updates in SAP; support global regions

Paris Presents, Inc., Gurnee, IL 6/2007-2/2012

Import Compliance Specialist

- Determine and assign appropriate HTS #'s
- Complete Assists for Customs entry
- Communicate with Broker and Customs in order to ensure quick clearance and delivery
- Coordinate shipments with Forwarder

Work closely with the Director of Logistics, Supervisor of Imports, and Management

W.W. Grainger, Inc., Lake Forest, IL

Export Sourcing Specialist, FINDMRO Division (6/2002-11/2004)

Export Compliance Specialist, Corporate Office (11/2004 – 6/2007)

Identify sources for products/services in support of customer requests

Obtain Tariff numbers, ECCN #'s, and export data from suppliers

Provide exceptional customer service by proactively contacting customer to resolve issues and to improve opportunity success rate

Maintain existing supplier relationships and initiate potential new supplier relationships

Oversee export orders to ensure they follow Regulations and Grainger's export policies

Order screening against the government's denied party lists and export license determination (using GTS, Global Trade Service program)

Provides foreign country regulatory expertise and guidance to various internal business units

Backup for the export help line to assist with questions

OOCL (USA) INC., Chicago, IL (currently Rosemont, IL) 1995-2001

Administrative Assistant

Import Customer Service Representative

Import/Export Customer Service Specialist, Automotive Division

Assist HR Manager, Sales, and Office staff

Relieve receptionist for lunch breaks, vacation time, etc.

Heavy phone contact with customers, truckers, customs, brokers, USDA, railroad and container yards

Respond to customer inquiries and problems for import cargo

Back-up supervisor for export shipments

Technical/Computer skills/Qualifications

IOCM, IRIS II, SYBASE, IJOS, WEB SIMON, WORD, EXCEL, POWERPOINT, ACCESS, SAP, GROUPWISE, OUTLOOK

Seminars, conferences, and training related to International trade:

Import & Exports training both on and off-site

U.S. Customs/ CTPAT Conferences

BIS Seminars

HTS Classification

NAFTA/USMCA

Education

Steinmetz College Prep High School

General courses, typing, recordkeeping, general office procedures