

# JAMIE MILLS

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## EXPERIENCE

### Standard Textile Company, Inc, Cincinnati, Ohio

Senior Trade Compliance Coordinator

October, 2021 - Present

- **Shipment Preparation:** comparing requests against JD Edwards order system for accuracy including review of data numbers, piece count, value, currency and conversion from USD to CAD for Canadian shipments; pulling specs to ensure descriptions are accurate and fabric content is listed correctly; preparing the Packing List (PL) and Commercial Invoice (CI) or Canada Customs Invoice (CCI) document for return to the distribution warehouse and Customer Service Representative (CSR)
- **Shipment Preparation for Small Pack:** creating shipments within the FedEx, UPS Worldship, and DHL systems, creating labels for return to warehouses with CSR in copy, copy of documents for record retention requirements
- **Shipment Audits:** review of data to ensure piece count, weight, product information and descriptions are accurate, that Bill of Lading (BOL) data matches what is reported on the export documentation, review of the PL, CI or CCI for accuracy and currency conversion from USD to CAD is accurate when necessary, review cargo rates to ensure discount is recorded and confirmation is saved for later audit as STC is the Non-Resident Importer (NRI) into Canada
- **Duty Rate Requests:** Review of product tariff numbers (HTS) and Country of Origin (COO) information in the US tariff book (HTSUS) to confirm import duty rates and confirm any additional 301 China tariffs imposed
- **Entry Review:** running entry review report in Strix, pulling entries for weekly Automated Clearing House (ACH) statement and reviewing self-filer information in 3rdWave documents holding application. Includes: downloading 7501, review US import file in 3rdWave and noting any missing documents that are required, ensuring information on 7501 is correct and accurate based on documentation from vendor such as BOL match, Manufacturer's Identification (MID) is constructed properly, COO reported matches the CI, CI values are reported correctly on the 7501, accuracy of IncoTerms and freight deduction for "C" terms are accounted for.
- **FDA Documents Upload:** pulling documents, annotating the CI and highlighting BOL for product(s) in question, uploading forms into Import Trade Auxiliary Communication System (ITACS)
- **Entry Packet for CF28 Requests:** pulling documents, annotating the CI and highlighting BOL for product(s) in question, returning forms to US Customs representative
- **Import Security Filing:** primary lead on ISF for foreign imports including review of incoming documents, tracking of 3rdParty compliance in review, filing and confirmation of documents or correction of errors; correction of issues and mapping of items not within the system including item writeup, assignment of HTSUS, Food and Drug Administration (FDA) exemptions for medical items, any ruling notifications if applicable; manual ISF in Strix if Estimated Time of

Departure (ETD) is too close to required 24 hour cut off and no information is received from the foreign vendor but the freight forwarder has provided information for the filing

- Procedures and Instruction Manuals: procedure writeup, instructions for on board training
- Other: use of JD Edwards 9.2 for looking up customer purchase orders, STC sales orders, reviewing products in the Item Master and checking pricing and availability within the system; using Datatex system to view lot numbers for COO data and pulling BOM's for USMCA/CUSMA free trade agreement; using Access database to enter shipment data for work performed/record keeping purposes, using database for review of HTS/COO data for domestically purchased items and foreign fabrics, creating export shipments for specified customers whose tracking is through Access; verbal and written customer service via telephone and email; management of multiple email accounts; diverse cultural experiences

## **Lippert Enterprises, Inc., Ashland, Ohio**

Trade Compliance/Logistics

February, 2020 - October, 2021

- Order Entry: using Dynamics NAV to enter customer specific orders into the warehouse system that sends pick orders to the warehouse for packing and shipping; handling inventory adjustments based on available stock; issuing purchasing orders
- Creation of Export Documentation: preparing PL and CI documents, creating proforma invoices for nonchargeable sales
- Logistics: contact with freight forwarders and carriers for rate quotes on cargo moves
- Importing/Exporting: working with customs brokers for foreign imports; classification of components including assignment of HTSUS and Schedule B numbers; assignment of COO; review of foreign customer using export.gov Consolidated Screening List when required
- Procedures and Instruction Manuals: procedure writeups, training instructions for order entry and basic classification
- Other: verbal and written customer service via telephone and email; management of multiple email accounts; diverse cultural experiences

## **Schaeffler Transmission Systems LLC, Wooster, Ohio**

Foreign Trade Specialist

August, 2015 - February, 2020

- Free Trade Agreements: Free Trade Agreement (FTA) solicitations, uploading information and calculations for eligibility through review of BOM's, Corporate Average Fuel Economy (CAFE) certificates, American Automobile Labeling Act (AALA) qualifications, Buy America subcomponent confirmations, updating Systems Applications and Products (SAP) database; creation of FTA documents including NAFTA (nka USMCA/CUSMA), DR-CAFTA, KORUS, US-Israel, plus COO certificates for non-qualifying articles
- Import/Export Compliance: proforma invoice preparation for nonchargeable sales; import compliance review of documentation and entry review for broker scorecards; assignment of HTSUS and Schedule B numbers for products and machinery, including use of the Explanatory Notes (EN); steel evaluation; review of shipments that have not cleared Customs, Import Security Filing (ISF); Electronic Export Information (EEI) notifications
- Other Compliance: 9801 US Goods Returned declarations including Foreign Shippers Declaration (FSD), Importers Declaration (ID) and proof of US

manufacturing; responses for CF28 inquiries including gathering of data, working with foreign entities to obtain required information for claims made for requests from Customs; creating Manufacturer's Affidavits (MA), B13 Canadian export notifications; advising and providing instruction for special projects; attendance of meeting for international cargo imports and exports

- Procedures and Instruction Manuals: creation of training programs; written FTA instructions; formatting of Excel spreadsheets to review multiple FTA's at once for calculations to determine qualification of products
- Other: vessel tracking; verbal and written customer service via telephone and email; management of multiple email accounts; diverse cultural experiences; time manager for salary employees including confirmation of PTO requests

## OTHER EXPERIENCE

### **Star USA, Inc., Wooster, Ohio**

Supervisor, International Trade Management

October, 2008 - August, 2015

### **Andrew Hyde, Esq, Loudonville, Ohio**

Paralegal

October, 2005 - October, 2008

### **Thomas J Budd, II, Ashland, Ohio**

Legal Secretary

November, 1995 - October, 2005

## EDUCATION

### **Ashland University, Ashland, Ohio**

*Bachelor of Science in Business Administration*

*Graduation: 2011*

*Major: Business Management*

- Magna Cum Laude
- Leader of several small groups
- Delta Mu Delta Honorary Society

### **North Central State College, Mansfield, Ohio**

*Associates of Business*

*Graduation: 1998*

*Major: Paralegal Studies*

- Participation in several group projects

## SYSTEM USAGE

- JD Edwards 9.2
- Systems Applications and Products in Data Processing (SAP)
- Dynamics NAV (Microsoft Navision)
- Outlook/Microsoft including Word, Windows, MS Office, Excel and Access
- Some experience with Quickbooks
- Google, Chrome, Google Docs

## CERTIFICATIONS/ORGANIZATIONS

- United States Soccer Federation (USSF) Grassroots Referee (2022)
- US Customs Brokers License (LCB)(2021)(40531)
- Bureau of Industry and Security (BIS) Certificate of Training in Complying with US Export Controls (2020)
- Hazardous Material (Haz-Mat) Certification via FedEx Trade Networks (2020)
- Certified Classification Specialist (CCLS)(2018)
- International Compliance Professionals Association (ICPA)(2015)

## OTHER SKILLS/ACHIEVEMENTS

- Head coach and assistant coach for Ashland Soccer Association recreational soccer league
- Division Manager for Ashland Soccer Association recreational soccer league
- Assistant coach for Ashland United (Appleseed) Soccer Association, including in person training under Graham Ford training program
- Team manager for Panthers FC soccer club, including both men's and women's divisions, handling multiple teams and coaching staff
- Ashland High School Choir Boosters Treasurer
- Finance Committee for Heritage Baptist Church, three rotating terms
- State of Ohio Notary Public

## REFERENCES

- Sarah Henthorn - (419) 651-2814 - friend
- Tari Fagert - (330) 347-5014 - friend/former co-worker
- Emmalea Brinker - (567) 203-7258 - friend/former subordinate co-worker