

LAURA KLEVINSKY

PROFESSIONAL SUMMARY

Experienced in manufacturing, distribution, logistics, and customer service, retired global trade compliance professional known for energy and self-driven nature. Excel both as an individual contributor and a team player. Demonstrated resourcefulness in decision-making, particularly in domestic and international transportation, logistics, supply chain initiatives, and import and export processes. Primary specialist responsible for Compliance help line and SLACK channel, providing valuable assistance to customers, suppliers, and internal employees on trade topics. Expertise as licensed US Customs broker fuels passion for staying up-to-date with trade regulations.

SKILLS

- Word, Excel, Access, PowerPoint & Outlook.
- SAP Database Manager, SLACK and ZOOM.
- Easily adapts to new systems.
- Customer service, internal and external.
- Critical Thinking
- Active Listening
- Reading Comprehension
- Data Verification
- Time Management
- Team Development
- Customer Inquiries
- Internal audits
- Policy/program development

WORK HISTORY

BUILDING / POOL MANAGER 05/2021 to Current

Caloosa Bayview Condo Association, Fort Myers, FL

- Ensured compliance with health regulations through regular water testing, cleaning and documentation procedures.
- Increased resident satisfaction with timely resolution of issues and proactive communication.
- Reserves club house for private events, workout classes and resident dinners.
- Hurricane preparedness. Securing pool deck furniture, and buildings during all hurricane warnings.
- Coordinates maintenance repairs with our contracted repair service people.
- Enforcement of pool and building rules for the safety of our guests.

INTL TRADE COMPLIANCE AND HAZ-MAT SPECIALIST 10/2011 to 09/2020

McMaster-Carr, Elmhurst, IL

- Daily interaction with International Customs Brokers, Carriers, and Forwarders providing required import and export documentation, OGD information, and data transmissions to facilitate Customs clearance of shipments
- Reviews all orders missing required export data that are treated as exceptions, forcing manual review to eliminate penalties and shipment delays through Customs

- Proactive in daily review of Federal Register, Compliance Publications, Canadian Forces in Measure to identify regulation changes which impact company process, procedure, documentation, and requirements
- Maintains a review log to document all impacting changes, actions taken, and system updates the day they are active
- Procedures and system controls are always current in order to assure compliance
- Conducts Quarterly Audits compare and document system ECCN controls with BIS controls, accuracy of product ECCN & tariff classifications, and Country of Origin &
- NAFTA USMCA qualifying documentation verification
- Correct file in observance of discrepancies, and suggest policy procedure changes to management.
- Primary ECCN classification specialist company-wide
- Classified over 200,000 diverse industrial products using the EAR
- Works closely with Suppliers/Engineers to gain a thorough understanding of all products, function, material, and applications to determine the accurate ECCN
- All items on file are thoroughly assessed with ECCN's considered, eliminated and appropriate ECCN
- Determined over 200,000 US HTS, Schedule B, and Canadian HTS tariff classifications using the General Rules of Interpretation for a line of diverse industrial supply products
- As a result, 20-25% of file classifications were reviewed with the supplier and corrected
- Determines ECCN, Schedule B, US HTS and Canadian HTS tariff classifications for all new catalog items daily
- Handles all incoming CF28 and CF29 requests from CBP in a timely manner
- (Verification of NAFTA and 9801 claims)
- Maintains the transportation database and confirms that all approved and non approved freight forwarders have provided copies of the required transportation documents to include, air bills, AES filings and commercial invoices as needed for record keeping purposes
- Reviews and monitors all SIMA "Special Import Measures Act" categories including measures in force and investigations to assure proper database coding if items are flagged for antidumping and/or countervailing duties
- Reviews and monitors all Canadian HTS numbers that require CFIA "Canadian Food Inspection Agency" required information by using the CFIAAIRS system
- Team leader in the transition and conversion from the NAFTA free trade agreement to the new USMCA program
- Began using and reviewing orders under the SWI (Single Window Interface) and providing additional required OCA data elements to our Canadian broker
- Primary Specialist answering the Compliance help line, and Compliance SLACK channel to provide guidance to our customers, suppliers and internal employees
- Reviews all non catalog items flagging for hazard review
- Provides proper shipping instructions to the warehouse for all batteries, magnetic items, gas powered motors and the like by applying regulations from 49 CFR.
- Denied party screening using Bridger software, following guidance from BIS federal register alerts daily.

INTERNATIONAL TRADE COMPLIANCE SPECIALIST 06/1999 to 10/2011

Intermatic Incorporated, Spring Grove, IL

- Lead all daily import and export activities
- Review Customs brokers work to ensure compliance, accuracy of entries and accuracy of billing
- Code 7501 invoices for payment upon accuracy review completion
- Perform denied parties and embargoed countries screening on all exports and new

customers

- Administer export documentation program, including AES filings
- Review Import Security Filing (ISF) documentation for accuracy and timely filing
- Determine HTSUS classification for all manufactured products
- Determine proper country of origin markings for all products by applying CFR 19 regulations. Ensure imported products are properly marked with accurate country markings
- Administer Intermatic's NAFTA Program; annual vendor NAFTA solicitations, NAFTA eligibility analysis, and maintain proper documentation for NAFTA program
- Provide support for duty drawback program
- Update Trade Compliance procedure manual mandatory per US Customs (CIP)
- Annually renew customs brokers Power of Attorney and Intermatic's customs bond
- Responsible for all facets of customs audits; both on site and desk (remote) to include all CF 28 and CF 29 requests for information.

CUSTOMER SERVICE REPRESENTATIVE 11/1984 to 06/1999

United Airlines, Chicago, IL

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Answered customer questions relating to their boarding flights.
- Boarded passengers in a timely matter to keep flight schedules moving quickly.
- Offered advice and assistance to customers, paying attention to special needs or wants.

EDUCATION

Sacred Heart of Mary High School, Rolling Meadows, IL
High School Diploma

CERTIFICATIONS

Licensed US Customs Broker - 2011 DOT Haz-Mat certified - 2019