

Laura Justice

justice.laurae@gmail.com | 978.786.2637

linkedin.com/in/laura-ejustice

Greater Boston Area

Experience

Formlabs, Inc. / Senior Import Fulfillment Coordinator

January 2025 - PRESENT, Somerville, MA

- Act as the subject matter expert on customs compliance for global operations, with advanced knowledge from the U.S. Customs Broker certification process.
- Manage HTS classification, country of origin data, and regulatory compliance across a catalog of 800+ SKUs.
- Forecast customs duties and support Finance in managing U.S. Customs bond sufficiency and duty outlay planning.
- Troubleshoot import/export customs issues.
- Built and maintain an internal tool that audits ACH duty payments against the CBP report, with ongoing updates for tariff changes.
- Audit and reconcile duty spend monthly, identifying discrepancies and cost-saving opportunities.
- Book and manage shipments with external suppliers to international contract manufacturers.
- Review and correct import/export documentation in partnership with brokers and international vendors.
- Consult with Product, Supply Chain, and Engineering teams during New Product Introduction (NPI) to assess and plan for import requirements and trade impacts.

Formlabs, Inc. / Fulfillment Coordinator

September 2021 - January 2025, Somerville, MA

- Managed day-to-day domestic logistics operations, including booking freight and troubleshooting delivery issues with 3PL partners.
- Fulfilled orders across two warehouse locations using NetSuite and executed internal inventory transactions.
- Responded to order status inquiries from Sales and Services teams, providing timely and accurate updates.
- Maintained shipping documentation and supported international shipping processes.
- Drafted and updated SOPs to standardize fulfillment and logistics workflows.
- Monitor supplier shipments and create internal transactions.

Global Organics / Warehouse and Inventory Coordinator

April 2020 - March 2021, Cambridge, MA

- Managed inbound inventory receipts across eight North American warehouses, coordinating with external partners to ensure accurate documentation and timely updates.
- Oversaw bonded and general inventory, maintaining compliance with U.S. Customs regulations, including administration of the U.S. Customs Sugar Quota.
- Collaborated with customs brokers to clear inventory from bonded status.

- Reconciled inventory across all warehouse locations on a monthly and year-end basis, resolving discrepancies and correcting large-scale issues.
- Processed product receipts, performed inventory adjustments for damages and lot swings, and released inventory for distribution in NetSuite.

Global Organics / **Logistics Assistant**

February 2019 - April 2020, Cambridge, MA

- Reviewed and verified import documents from suppliers according to U.S Customs regulations.
- Maintained communication and relationships with external international export teams
- Received inventory data into Netsuite utilizing Excel.
- Tracked shipments and maintained up-to-date ETAs for vessels.
- Prepared and filed ISFs for shipments.
- Prepared customs clearance requests and other relevant documents for brokers and warehouses.
- Assisted Logistics Lead with customs releases and container movement through 3PL companies.

Applied Materials / **Supply Chain Expeditor**

December 2017- January 2019, Gloucester, MA

- Maintained relationships with suppliers.
- Managed late purchase orders, realigned delivery dates, and worked with suppliers to expedite parts for the planning team.
- Reached out to suppliers for relevant information regarding stock availability, ETAs, and shortages for weekly meetings and relayed it to production and planning teams.
- Identified and reported needed repair charges and cycle counts to the floor team.

Common Crow Natural Health, Inc. / **Grocery Lead and Buyer**

September 2015- December 2017, Gloucester, MA

- Assisted in maintaining inventory through ECRS System.
- Created purchase orders for the store within given budget.
- Initiated and maintained relationships with companies that met the ethical standards of the store.
- Set up promotions and sales; Coordinated data and logistics for monthly sales.
- Curated visual marketing for selected items and brands.

Education

Lasell College/ Bachelor of Arts, in English

May 2014, Newton, MA

- The Compendium Arts Journal – Founding Member, Head Editor, and published writer
- Lasell College Book Award recipient issued by Lasell College Humanities Department
- Peer Writing Tutor
- Teacher's Assistant in Linguistics

Richmond, The American International University / Study Abroad Experience

Fall 2012, London, England

- Published writer of *40 Voices*, Richmond University Press
- Lasell College Global Ambassador

Certifications & Licenses

- U.S Customs Broker License (pending) - October 2024
- Basics of Exporting from the United States - Global Training Center - Certificate of Completion, March 2025

Skills & Interests

- Netsuite
- Salesforce
- Excel
- GoogleSheets
- Harmonized Tariff Systems
- Customs compliance
- Carrier management
- LTL and FCL shipping
- ECRSCatapult
- SAP
- Writing