

*Licensed U.S. Customs Broker • Certified Customs Specialist • Import-Export Manager • Leader*

Global Trade Professional with over ten years of import and export experience seeking to increase an organizations' customs compliance and success by utilizing my skills and professional experience.

## Areas of Expertise

Trade Compliance	U.S. Import/Export Management	Free Trade Agreement Programs
Classification	Canada & Mexico Imports	Export Controls & Licensing
Auditing	Documentation Management	Streamlining procedures
SOPs	Logistics	Reporting

## Professional Experience & Accomplishments

Cardone Industries, Philadelphia, PA • October 2010 – Present

### International Trade Compliance Manager

- Responsible for the direction and overall management of trade compliance functions, including product and process auditing, development, implementations and assessments required to meet US & Canadian government standards and regulations.
- Ensure import and export trade compliance with applicable regulated agencies and jurisdictions relative to import and export control which includes the Customs and Border Protection, Office of Foreign Assets Control, Department of Commerce, and Canada Border Services Agency as a non-resident importer.
- Keep abreast of pending regulatory developments through reference resources and regulations governed by CBP, OFAC, DOC and DOS regulations under CFR 15, 19 and 22.
- Conduct periodic audits of import and export trade compliance and identify areas of risks and opportunities affecting the company's supply chain.
- Draft and maintain corporate policies and company compliance manuals to reflect changes in company business practices and rules, seeking adherence to international trade compliance requirements.
- Develop, maintain, and negotiate contracts and relationships with the company's customs service providers and consultants.
- Identify and assess all applicable licenses and harmonized tariff and export codes for goods and party screening of all entities with interest in a transaction.
- Oversee and direct the yearly FTA programs resulting in savings in excess of \$6 million.
- Verify international and domestic labeling requirements per the Federal Trade Commission (FTC) Regulations (16 CFR)

Subaru of America, Inc., Cherry Hill, NJ • May 2003 – October 2010

### Export Administrator-Bilingual

- Ensured operation and documentation compliance with all U.S. Import/Export laws.
- Assisted in developing and maintaining the Export Compliance Management Program (ECMP).
- Managed the Free Trade Agreement programs (NAFTA and UCFTA) for foreign distributors.
- Facilitated the RPS software selection and managed screening of all parties against all of the U.S. prohibited lists.
- Conducted the ECCN classification and audits of all export transactions.

Wal-Mart Stores, Inc., Cinnaminson, NJ • January 2003 – June 2005

### **Customer Service Manager**

- Managed a staff of 25 customer service representatives.
- Trained staff to deliver a high standard of customer service.
- Addressed customer concerns and discrepancies by facilitating problem resolution.
- Performed and assisted in staff recruitment, coaching, and performance appraisal process.

### **Professional Development & Training**

- LICENSED U.S. CUSTOMS BROKER (License No. 28551)
  - Passed exam on first attempt
- Certified Customs Specialist (CCS)
- Camden County College - Business Administration, degree pending/in process
- Import Procedures and Guidelines
- Import Audit Preparation and Compliance
- FTA Rules of Origin and Documentation
- Tariff Classification using HTS
- ISF/10+2 Procedures
- U.S. Duty Drawback
- How to Create SOPs for Forwarders
- Developing an Export Management Compliance System
- Export Operations and Procedures
- Export Controls & Licensing Under the EAR
- Import to Canada & Mexico
- International Logistics
- Preparing for Customs Audits
- Incoterms® 2010 and the UCC
- Masters Method Classification (ECCN/HTS)

### **Skills/Systems**

- Bilingual (English and Spanish)
- Intermediate Level in All MS Office Applications
- Oracle 11i / AS400
- Query Reporting
- ACE
- CROSS Customs Rulings / Customs Info
- SNAP-R

### **Associations**

International Compliance Professionals Association, ICPA (since 2007)

National Customs Brokers & Forwarders Association of America, Inc., NCBFAA (since 2011)

Council of Supply Chain Management Professionals, CSCMP (since 2013)

### **References**

Available on request.