

Jamie R. Mills

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Ashland, OH 44805

(419) 606-7554
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EDUCATION: **Bachelor of Science of Business Administration** Graduation: 2011
Major: Business Management GPA: 3.8
Ashland University, Ashland, Ohio

Associates of Business Graduation: 1998
Major: Paralegal Studies
North Central State College, Mansfield, Ohio

EMPLOYMENT HISTORY: *Foreign Trade Specialist* 8/2015 - Present
Schaeffler Transmission Systems LLC, Wooster, Ohio (330) 202-6467

Verbal and written customer service via telephone and email; FTA solicitations, uploading of information and calculations for eligibility; CAFÉ and AALA qualifications; Buy America subcomponent confirmations; SAP database; proforma invoice preparations; import compliance confirmation; assignment of HTSUS and Schedule B number; steel evaluation; handling of matters for shipments that have not cleared Customs; determining classification of products and qualification for multiple free trade agreements, including NAFTA, through review of Bills of Material; 9801 US Goods Returned declarations; Notary Public; Excel spreadsheets; filing; multi-functional copier; diverse culture experiences; drafting of Customs compliance documentation; creating forms/documents; advising/instructing for special projects and attendance of meetings for international cargo imports and exports; timekeeper responsibilities; SAP reports; data entry in SAP for outbound shipments; compliance research and continuing education; handling of confidential matters

Supervisor, International Trade Management 10/2008 – 8/2015
Star USA, Inc., Ashland, Ohio (419) 281-4100

Verbal and written customer service via telephone and e-mail; NAFTA solicitation and data entry; SAP database experience; cross borders invoice preparation and handling of matters for shipments that have not cleared Customs; customer reports; Excel spreadsheets; Access databases; switchboard operator; mail distribution; mailing labels; copy, post mail, and filing of Customs documents; multi-functional copier; overseas cultural customer service experience; vessel tracking; Import Security Filing (ISF); Electronic Export Information (EEI); writing of procedures and job descriptions; creation of training programs; drafting of Customs compliant documentation such as NAFTA agreements and Certificates of Origin; determining classification of products and qualification for NAFTA through review of Bills of Material; Notary Public; creating forms/documents; completing Manufacture's Affidavits; online tariffs; B13 Canadian export notifications; 9801 US goods returned documentation; handling of confidential matters; training and supervising of new employees

Paralegal 7/2005 – 10/2008
Andrew G. Hyde, Esq., Loudonville, Ohio (330) 674-4901

Client relations; accounts payable and receivable; billing; banking; drafting legal documents; direct contact with Judges, Clerks, legal assistants; Notary Public; dictation; telephone; filing; typing; multi-functional copier; printer; fax; calculator; registration and calendaring of continuing education seminars; conference calls with courts for docketing of hearings; office supplies; collections; handling of confidential matters

Legal Secretary/Paralegal
Thomas J. Budd, II, Esq., Ashland, Ohio

11/1995 – 7/2005
(419) 289-2220

Client relations; accounts receivable; billing; overseeing rental properties; switchboard; drafting legal documents; direct contact with Judges, Clerks, legal assistants; Notary Public; dictation; filing; typing; office supplies; errands to courthouse and filing of documents; multi-functional copier; fax; calculator; collections; handling of confidential matters

CERTIFICATIONS: Certified Classification Specialist, issued December, 2018

ACHIEVEMENTS: High school varsity letter in Scholastic Achievement
Delta Mu Delta Honorary Society
Leader of several small groups at Ashland University
Head coach Ashland Soccer Association 2000 girls' recreational league 2006-2009
Head coach Ashland Soccer Association 06/07 and 08 girls' rec league 2011-2012
Division Manager of Ashland Soccer Association 06/07/08 girls rec league 2011-2012
Assistant Coach Appleseed Youth Soccer Association 2014-2015
Ashland High School Choir Booster, Treasurer 2013-2015
Finance Committee for Heritage Baptist Church – rotating even years; third cycle (2019)
Long-Range Planning Committee for Heritage Baptist Church 2014

COMPUTER SKILLS: Word, Windows, WordPerfect, Corel Suite, MS Office, Quick Books, Excel, Access, SAP, Internet Explorer, Outlook, Google, Google Chrome, Google Docs

REFERENCES: Amy Johnson – (567) 203-2008 – ajohnson1@zoominternet.net
Emmalea Brinker – (567) 203-7258 – emmaleamarie@aim.com
Justin Norris – (330) 347-1925 – justinnorris18@gmail.com