

# Joshua Briggs

Denville, New Jersey • Phone: 973-769-2879 • Email: joshbriggs3300@gmail.com

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## Summary

Import and Export Trade Compliance Professional with over 16 years of experience. Skilled in ECCN and HTS classification. AES Entry Certified. Hazardous Materials by Air/Ground Specialist. Forklift Licensed and TSA Clearance. Results oriented and Analytically minded. Ability to roll out programs that have positive impact on business outcomes.

## Professional Experience

**Teledyne LeCroy, Chestnut Ridge, NY** *Leading provider of oscilloscopes, protocol analyzers and related test and measurement solutions that enable companies across a wide range of industries to design and test electronic devices of all types* [teledyne.com](http://teledyne.com)

**Import /Export Administrator (Contract Role) July 2019 –October 2019**

- Assist with backlog of Import files.
- Review and approve end user certificates
- Organize and apply for carnets per request
- Audit ACE reports for Export

**Brighton Cromwell, Randolph, NJ** *Defense Contractor specializing in ground support vehicles for both domestic and foreign markets* [brightoncromwell.com](http://brightoncromwell.com)

**Export Compliance Analyst**

**August 2016 –June 2019**

- Completely overhauled International Shipping and Export Compliance programs for records retention and due diligence of requirements
- Implemented a third party dynamic screening system to monitor all vendors and customers against the debarred and restricted parties lists
- Implemented third party provider to obtain country of origin certifications from the Chamber of Commerce
- Negotiated and orchestrated the agreement for a dedicated customer service rep for domestic trucking shipments resulting in increased visibility of inbound freight for planning purposes
- Wrote and administered Export Control Awareness Training for all personnel.
- Wrote and administered Hazardous Material Awareness training to all personnel.
- Structure and maintain the companies Hazardous Materials program including organizing the training of all hazardous materials employees, writing procedures and providing expert guidance.
- Improve and maintain the company's Export Compliance Program – Procedures Manual, Policies, work instructions, RASCI Charts etc...
- Determine export classification against the US Munitions List or the Commerce Control List
- Determine Schedule B classification using a combination of Pub Log and Manufacturers assistance
- Obtain ITAR and BIS Commercial Export Licenses as needed
- Review end user certificates and communicate any required revisions to customers until final approval
- Check all new customers against third party screening tool, Visual Compliance
- Stay current and knowledgeable with ITAR and EAR regulations
- Communicate with International forwarder and Customs Broker for all import shipments.
- Provide direction to warehouse & shipping personnel for International Orders – set priorities, maintain/improve procedures, provide training
- Obtain weight and dimension estimates for international shipments and ensure export compliance
- Coordinate outbound international shipments, manage shipping documents, and coordinate with warehouse regarding packaging requirements
- Strong rapport with freight forwarders and international customers

- Negotiate with Freight Forwarders, couriers and truckers to secure best service and rates for all lanes of inbound and outbound shipments
- Provide estimated shipping quotes including transit time to sales team and directly to customers
- Provided architecture/roadmap to IT to automate shipping paperwork for international shipments
- Maintain custom specific open order reports for major International Customers
- Troubleshoot order specific issues that arise on a day-to-day basis
- Perform root cause analysis of recurring issues within international department, issue corrective actions and lead/assist with improvement initiatives

**Borderfree, Inc. / A Pitney Bowes Company** *A global ecommerce company specializing in fashion and consumer goods.* [borderfree.com](http://borderfree.com)

**Export Compliance Manager**

*July 2014 – January 2016*

- Manage Compliance Program for Boxhop LLC a member based parcel forwarding business unit of Borderfree.
- Lead hub operators in daily compliance determinations.
- Develop guidance and training material for hub operators.
- Perform business and systems analysis on the overall product to identify risk and inefficiencies.
- Manage Export Compliance activities and develop process changes.
- Collaborated with the third party vendor to restructure restriction messages resulting in a 54% decrease in compliance cases
- Work directly with manufacturers, vendors to obtain HS Code and ECCN/USML for export compliance.
- Submit commodity jurisdiction requests to the Bureau of Industry and Security
- Work with partner company to develop a comprehensive ECCN tool that can be marketed alongside their HTS tool
- Monitor shipment entries in the AES Direct system per US Census requirements.
- Establish and maintain the Hazardous Materials Compliance program including training, labeling, packaging and required paperwork. (IATA, 49 CFR)
- Develop and deliver the Hazardous Materials program for the United Kingdom outbound operations. Including the facilitation of information between the third party technology management and the carrier.

**DRS Technologies, Inc.** *An aeronautics equipment manufacturer specializing in both commercial and military applications.* [drs.com](http://drs.com)

**Transportation Analyst**

*October 2011 – June 2014*

- Perform business and systems analysis on the overall product delivery and transportation process. Lead the transportation activity of the integrated supply chain.
- Manage Export Compliance and execute Export paperwork including classification, jurisdiction (EAR or ITAR), value, country of origin.
- Work directly with manufacturers, vendors and engineers to determine USHTS and ECCN/USML for export compliance.
- Enter shipments into the AES Direct system per US Census requirements.
- Oversee the Import Compliance activities and communicate directly to the Customs Broker with the clearance instructions.
- Maintain the Hazardous Materials Compliance including training, labeling, packaging and required paperwork. (IATA, 49 CFR)
- Identify and recommend process changes which facilitate freight savings, instill material efficiencies, improve on-time delivery performance and or enhance the overall customer service experience for our internal and external customers.
- Trace shipments, coordinate cross docks, manage FedEx program, oversee origin billing with vendors, manage consolidation program, and manage global freight quotes for RFP's for freight contracts.
- Track supply chain activities and use independent judgment to proactively analyze needs, cost and impact of solutions and make recommendations to maximize transportation efficiency at minimum expense.

- Provide personal “door to door” support on expedited and critical shipments as requested.
- Assemble support documentation and file freight claims with service providers, and develop reporting tools to track resolution and recovery.
- Review and approve freight bills based on negotiated contracts, ensuring accurate and correct payments.
- Maintain, make recommendations, and make changes to the company tariff rules and enter changes into the ERP system.
- Provide all support function activity including accuracy and timeliness of data processing, reporting, analysis and all other inquiries.
- Initiate and establish LTL carrier agreements
- Participate in Six Sigma activities as Subject Matter Expert.

**Expeditors International**, *An international freight forwarder with a wide range of offerings. All modes of transportation are offered.* [expeditors.com](http://expeditors.com)

**Lead Agent – Domestic Cargo Services**

**September 2006 – October 2011**

- Manage pick up and routing of all local freight
- Prepare freight for transportation
- Organizing FTL and LTL freight
- Establish and maintain relationships with local vendors for competitive rates
- Confirm vendor charges and freight on board with airlines
- Rate outbound airline bills and customer invoices
- Rate quotes for new and potential customers
- Accompany lead sales personnel on customer sales calls for product specific support
- Establish Standard Operating Procedures for new customers
- Provide problem resolution on all transportation related issues
- Verify data entry integrity
- Maintain compliance by completing 52 hours of yearly training in all aspects of global logistics
- Maintain all aspects of service for high profile clients
- Train new employees

**National Routing & Distribution** *A privately owned domestic forwarder. Specializing in the fashion industry.* [natroute.net](http://natroute.net)

**Daytime Operations/Customer Service**

**February 2003 – September 2006**

- Manage dispatch of all local drivers to optimize pick up schedules
- Direct and organize transportation of special projects
- Night operations supervisor on an as needed basis
- Monitor status of all deliveries both Domestic and International
- Accompanied sales personnel as a subject matter expert on client interfaces
- Established rates for new clients
- Obtain and enter proof of deliveries and charges for all shipments
- Rate all airline bills and provide rate quotes for customers
- Responsible for weekend on-call operations and manage any problems
- Provide sound customer service

## Education

- William Paterson University
- AES Direct Online Training – 2013
- Miller and Company Import/Export 101– 2012
- Expeditors International Export Specialist Training - 2010
- Various training sessions on Foreign Trade Regulations on Census website