

RELEVANT EXPERIENCE

Reebok International, Boston, MA

Manager, Trade Compliance

May 2023 - Present

- Conducting CBP and PGA risk assessment via ACE reporting and discussions with Finance, Logistics, and Product Development; drafting recommendations and SOPs to support development of a new trade compliance program
- Providing HTS Classification for footwear division, supporting imports, exports, and B2B customers; analyzing past rulings and internal data for opportunities to reduce duty and risk
- Advocating for trade compliance priorities in PLM enhancement project; collaborating with crossfunctional partners in identifying and addressing process gaps
- Building relationship and SOP with new customs broker

The TJX Companies, Marlborough, MA

Trade Compliance Entry & Audit Manager

Sept 2020 - May 2023

- Managed Trade Compliance entry operations in a hybrid environment; oversaw entry operations for 70k+ entries, including broker management and resolution of CBP / PGA holds, exams, detentions, and inquiries; maintained 99% clearance by arrival
- Collaborated with Logistics on ongoing challenges from terminal release, charter vessels, port congestion, and brokerage cyber-attack; developed process for resolving AMS issues to limit demurrage and General Order
- Managed Global Audit Program, including valuation reconciliation, entry audits, ADCVD and classification audits, and ISA / CTPAT Trusted Trader program; updated procedures for Sarbanes Oxley audit, Reconciliation, Post Entry, and exceptions reporting
- Completed annual program responsibilities for warehouse FTZ program, including permit renewals and reporting
- Oversaw Post Entry and Prior Disclosures; responded to CF28s, CF29s, and other inquiries; supervised processing of payments/refunds
- Processed Restricted Party screening for 13,000+ suppliers and escalated findings to Legal, Social Compliance, and Product Compliance; managed ongoing updates to procedures

JOANN, Hudson, OH

Manager, Classification & Compliance

Oct 2018 - Sept 2020

- Supervised Classification & Compliance team (4 direct reports): oversaw HTSUS classification, free trade, and regulatory review (ADCVD, USDA, FWS, FDA) for 22,000+ SKUs/year
- Partnered with lobbying groups and counsel to respond to trade policy developments, including the 301 China Tariffs and new ADCVD cases; secured over \$1M in savings via 301 exclusions
- Developed compliance procedures for new product lines and updates to regulatory requirements on wooden handicrafts, food, PPE, cosmetics, soap, and hand sanitizer
- Implemented SAP and Excel based tools to save 250 hrs/year in department workload; supported rollout of new PLM system to support compliance and quality control functions

Lead Specialist, Classification & Compliance

Feb 2017 - Oct 2018

- Provided day-to-day team oversight and assisted Director in expanding team to support 120% increase in workload by drafting headcount justification, updating job descriptions, creating applicant screening process, and managing temporary personnel
- Evaluated 50,000+ SKUs for 301 China Tariff and Steel/Aluminum Tariff impact; provided research, reporting, and training to support Sourcing and Merchandising mitigation strategy
- Managed and updated ACE and CTPAT accounts; applied for government permits; created tracking system for USDA and Fish and Wildlife shipping and treatment requirements; coordinated recalls of noncompliant merchandise and vendor chargebacks

Specialist, Classification & Compliance

May 2014 - Feb 2017

- Determined HTS classification and regulatory compliance information (ADCVD, USDA, FDA,

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EPA, FWS) for 10,000+ SKUs annually in SAP, specializing in textiles, crafts, home decor; collaborated with Merchandising and Product Development to expand direct import program

- Implemented use of mass update tools to drive process efficiencies, resulting in 22% reduction in classification workload and 88% reduction in recordkeeping in fabric division
- Collaborated with broker and forwarder for EDI enhancement and Bill of Lading consolidation, securing savings of more than \$500k/year;
- Overhauled legacy Korea FTA and GSP free trade agreement programs for additional savings, supported evaluation of vendor base for prospective First Sale program

Waxman Consumer Products Group, Bedford Heights, OH

Direct Import Manager, Purchasing

Feb 2012 - May 2014

- Managed import compliance and international logistics for all divisions, including ISF and entry operations, HTSUS classification/PGAs, CTPAT, Post Entry, and rate negotiations and account management for brokers, forwarders, and NVOCCs
- Handled purchasing, inventory management, and sourcing for showerhead category: reviewed forecasts, placed orders, negotiated prices, onboarded suppliers, served as single point of contact for new product rollouts, and managed drop shipments for business-to-business clients

UPS, Middleburg Heights, OH

Trade Management Specialist, Trade Management Services

Sep 2009 – Feb 2012

- Assigned HTSUS classification for electrical, hydraulics, aerospace, and automotive components for manufacturing client, assisting in broker exceptions management for all divisions
- Analyzed data and created certificates for NAFTA; obtained \$200k in NAFTA refunds
- Oversaw audit (entry, valuation, Country of Origin, receiving records, classification, and free trade agreement audits) and prepared executive summaries for ISA/CTPAT Trusted Trader

Sr. Customs Brokerage Representative (Dispatch), Supply Chain Solutions

Mar 2009 - Sep 2009

- Arranged delivery of import air shipments through tracking and prompt resolution of holds and other clearance issues; provided delivery status updates and recordkeeping for accountability

Sr. Customs Brokerage Representative (Auditor), Supply Chain Solutions

Jul 2007 - Mar 2009

Customs Brokerage Representative II (Auditor), Supply Chain Solutions

Oct 2006 - Jul 2007

- Audited entries (specializing in ADCVD, TIBs, and watches/clocks) and coached analysts through group training and one-on-one remedial programs for Cleveland and Louisville operations (in-person and remote)

Customs Brokerage Representative I (Import Analyst), Supply Chain Solutions

Jan 2006 - Oct 2006

- Provided customs clearance for air shipments; entry writing and billing for 10+ importers via Dallas/Fort Worth hub operations

EDUCATION & LICENSURE

National Customs Brokers and Forwarders Association of America, Silver Spring, MD

- Certified Customs Specialist, ID #28105

U.S. Customs and Border Protection, Port of Cleveland, OH

- Licensed Customs Broker, License #27757

Baldwin Wallace University, Berea, OH

- Bachelor of Arts, Dual Major - International Studies and Spanish