

Edda A. Mata

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Summary of Qualifications

Experienced Certified Customs Specialist with 9+ years of customs experience in the mining industry and the auto industry. Skilled in trade compliance, and duty drawback. Working with custom brokers, forwarder companies, and assisting the Trade Compliance Director. Quick learner, trilingual (English- Spanish- French), and result-driven. CCS, DBS, and MBA. Strengths include, but not limited to:

- Certified Customs Specialist
 - Team player and leadership
 - ACE Experience
 - Duty Drawback Specialist
 - International Logistics
 - Review Legal Paperwork
 - Draft and Implement procedures
 - International Labeling
 - Internal/External Audits
 - CBP Communication
 - HTSUS Classification
 - Metrics & Trend Analysis
 - Self Motivated / Self Directed
 - ECCN & Denied Party Screening
 - Procedure Management
 - Free Trade Agreements
 - Customs Regulations
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Education

E2Open University

Duty Drawback Specialist

Valid as of June 2023

NCBFAA Educational Institute

Certified Customs Specialist

Valid as of September 2022

W. P. Carey School of Business at Arizona State University, Tempe, AZ

Master of Business Administration (MBA)- Marketing concentration

2018 –2020

3.5 GPA

University of British Columbia, Vancouver, Canada

Bachelor of Arts (B.A), Social and Economic Geography

2005 –2010

3.7 GPA

Relevant Professional Experience

Customs Compliance Specialist

July 2020- Present

ADP Distributors d.b.a Rotomaster

Mesa, AZ

- Responsible for handling day to day operations of inbound and outbound logistics
- Coordinate and document regulatory processes, including internal compliance audits, inspections, license renewals, and registrations.
- Serve as primary point of contact for internal stakeholders, customers, and vendor queries.
- Communicate US and Canada compliance requirements to the business and monitor compliance internally to ensure all aspects of compliance are understood and followed.

- Conduct and arrange import compliance training
- Resolve customs issues relative to the clearance of merchandise by working daily with brokers and other related logistics providers.
- Complete United States-Mexico-Canada Agreements (USMCA), Certificates of Origin and audit documents involving the country of origin and Harmonized Tariff System classifications.
- Develop policy and coordinate daily activities involved in export/import regulatory compliance, including harmonized tariff classifications, country of origin determination, product valuation reporting, export license applications, and obtain and review end-use statements for exports.
- Develop procedures for new part number set-up, country of origin determination, labeling, and assigning HTS codes for over 1,000 products
- Manage sales, production, and shipping department's customs paperwork and address all custom inquiries
- Communicate daily with custom brokers and shipping companies to make sure all ADP Distributors and Rotomaster shipments comply with customs regulations.
- Analyze product BOMs to determine the final country of origin and HTS Code
- Coordinate product label audits of all products, assuring they comply with U.S. Labeling and applicable international laws
- Manage policies and coordinate all activities involved in export/import regulatory compliance, including, but not limited to, harmonized tariff classifications, country of origin determination, product valuation, export license screening and applications; obtain and review end-use statements for exports
- Regularly collaborate with the Shipping and Receiving Manager, Procurement Manager, Sales Manager and Project Development Manager, providing guidance and support to ensure the correct implementation of U.S. import/export regulations to ADP Distributor's supply chain.
- Manage and maintain export/import files and records according to U.S. government regulations and company policies
- Function as a liaison between US and Canadian Customs brokers to ensure 100% compliance and timely clearance
- Support external and internal audits
- Drive ADP Distributors to reach higher technical levels that have helped support the company to reinforce International regulations across all departments, and ensure consistency
- Maintain export/import files and records per U.S. government regulations and company policy/
- Support investigations, external audits, internal audits, and other compliance matters directed by ADP's Operations Manager
- Manage Customs power of attorney requests
- Maintain the Duty Drawback program in accordance with US Customs guidelines, CBP and PGAs
- Support the Trade Compliance Director, create and implement procedures for the Duty Drawback Program
- Enter, and verify all data for Duty Drawback
- Work with external Duty Drawback Provider to perfect claims
- duty drawback filing
- Assist in responses to audits and reviews as requested by US Customs, i.e. CF-28s and CF-29s.
- Manage the Customs workflow and documentation, communicating changes to upper Management when applicable.
- Select customs brokers and establish service-level agreement (SLA) and audit for adherence and accuracy.
- Proactively implement processes to minimize duties (i.e., tariff engineering) and fees while exercising reasonable care to the highest degree

Assistant to Director of Fiscal and Business Services

Arizona State University

Sept 2018 – May 2020

Tempe, AZ

Collaborate with the Director of Fiscal and Business Services, exercising professional judgment to serve as a knowledgeable and helpful resource in respect to ASU and Office of the University Provost policies and procedures and to ensure accurate output and processing of 1,000-1,500 student scholarships per year.

- Assisted with maintaining and reconciling detailed budgets for 5-10 accounts per month: reducing payment times by 2-3 days.
- Assessed 500-1,000 student's applications per day to ensure they met the requirements established under fellowship application procedures and financial policies.
- Responded to 5-10 daily prospective students' inquiries and gathered documentation for 10-25 student's financial records: reducing scholarship reviewing times by 1-4 days.
- Created 4-5 different business plans for different scholarships and student funding initiatives: reducing processing times by 4-5 days at different stages of the process.
- Evaluated 25-50 domestic and foreign documents per month; ensuring applicants met the requirements of the established scholarship and fellowship policies and guidelines as marked by the Graduate College

International Student Services Coordinator

August- September 2018 (1 month)

Arizona State University

Tempe, AZ

- Coordinated the visa processes of 10-20 international students daily, including assisting in providing all documents and securing visa approval letters.
- Tracked paperwork processes for incoming 100-150 students per week.
- Assisted International Student Orientation, facilitating information to 100s of new international students.
- Coordinated the course registration process, and housing contracts for new international students.

Imports and Exports Coordinator

January 2012- June 2018

Grupo Azinsa- Azinsa Oxidos, SA de CV

Mexico City/ Canada

- Founded the first foreign office for the company in Vancouver Canada and registered it under Azinsa Oxides Inc. in order to increase the company's presence in Canada and better serve its customers.
- Acted as a leader and designed a research plan by incorporating diverse approaches to research the market for zinc dust and zinc oxide in Mexico, increasing the customer database by 10-15% and the supplier database by 15-20% in three years.
- Processed and ensured the accuracy of import/exports and Mexican Customs documentation.
- Worked with business partners and team members of different areas of the company to translate business questions related to mining methods used to extract gold and silver in different mines to create customized products, resulting in 50-70 new customized reports and the creation of 5-6 new customized sub-products for 15 of our clients.
- Responsible for maintaining, tracking, and analyzing import/export shipments, ensuring expected timing was achieved; communicated with responsible parties for proactive solutions when problems occurred in logistics.
- Supported the sales team by developing a new questionnaire development, survey programming, sample deployment, cold calling techniques, and data analysis for 5-6 different products and sub-products, resulting in an increase of 10-15% new clients in our database.
- Presented data results to the CEO and CMO, and business stakeholders during our annual conference, resulting in a better understanding of the needs of the gold and silver mining industry in Mexico as well as areas of opportunity abroad, resulting in 3-5 new customers in South and Central America
- Acted as a liaison between plant, distribution center, and clients to track shipments of 150-500 different products and sub-products to ensure the timely delivery of products: reducing delivery to clients of new material by 1-3 days.
- Negotiated contracts with 5-10 suppliers per year to negotiate prices of raw Zinc for the company, reducing production costs by 5-10% per year.
- Managed and ordered 10-15 monthly samples of raw Zinc to be tested at Azinsa's plant laboratory to see if the product complied with the company's quality requirements before placing orders of more than 50 M.T. for delivery.
- Ensured the timely placement and processing times for the paperwork to purchase 50-60 orders of non-raw material for the plant across the U.S. and Mexico, reducing the necessary material deficit from 2 to 0 days.

- Uploaded and prepared the adequate digital paperwork and forms required by the company and government agencies as necessary; increasing the volume of transported raw Zinc from 100-200 tons per week to the warehouse from 5 different ports in Mexico
- Communicated with 10-15 customers and vendors daily in order to answer product related questions; building stronger relationships with local and foreign suppliers of direct and indirect products and ensure products complied with NAFTA trading regulations
- Responsible for ensuring all import and export duty tariff codes (Mexico HTS) were correctly applied to incoming and outgoing shipments.
- Managed customs duty tariff changes on all products and communicated ahead of changes.
- Audited Mexican **pedimentos** to ensure the correct compliance upon import with Mexican Customs
- Managed and communicated with the warehouse manager to arrange the transportation of 1000-1050 M.T. of zinc dust or oxide to customers per day by managing a team of 4 department managers across four areas of the company to ensure all raw materials for production were always readily available.
- Oversaw and managed the successful opening of Azinsa Oxidos' first office in Canada in under two months.
- Purchased and managed merchandise by programming 6-10 imports and 3-5 exports per month of 1000-1050 M.T. of zinc dust or oxide per month to Brazil, Guatemala, and Jamaica; carefully reviewed the legal paperwork and made sure the company's quality requirements were met.
- Negotiated product costs, terms, and shipping conditions by reviewing and preparing the required legal paperwork and contracts for custom agents in the USA or Mexico to reduce the time it took to release merchandise at customs from 2 weeks to 1 week.
- Assisted with the development of business plans for 10-20 different products to maximize sales based on business trends in the mining industry and decrease spending by analyzing prices, payment terms, delivery times and means, and product presentation.
- Reduced overall import costs in the Procurement Department by 15-20% in 4 years on materials by carefully planning import dates and monitoring Zinc's daily global (LME) price and exchange rates.
- Increased the supplier database of the Procurement Department by 50-80 new suppliers with yearly contracts with better price and quality offers by researching and negotiating five-yearly contracts with local and foreign suppliers per year.
- Control all import/export traffic and compliance with federal, state, local, or country specific regulations in the mining industry.

Other Professional Experience

- Worked as a translator for the 2010 Vancouver Olympic Games Committee and as a ticket manager while organizing between 1,000-1,500 spectators per event, ensuring a positive customer experience.
- Created a business plan and raised money for the Canadian Red Cross and Canadian Cancer Society at Donor Direct Consulting for two years, resulting in 50,000- 60,000 funds raised per year across Canada

