**Adam Knight**

Jackson, MI 49203 | (517) 315-7311 | [adam.m.knight@icloud.com](mailto:adam.m.knight@icloud.com) | [LinkedIn Profile](http://www.linkedin.com/in/adammknight)

Skills, Areas of Expertise & Experience

* + Export authorization administration (DSP-5, DSP-73, BIS-748P, MLA, TAA, SPIRE, SIEL)
  + Communication with US Government agencies
  + Deployment of trade compliance into ERP software
  + Classification with HTS, USML, CCL, EU/UK Regs
  + Trade procedure and work instruction deployment
  + Auditing business trade compliance processes
  + Voluntary Disclosure investigations & reporting
  + Deployment of Microsoft SharePoint sites
  + Free Trade/Customs Regulations experience
  + Communication with company senior leadership
  + Interdepartmental trade compliance training
  + Data analytics with Microsoft PowerBI & Excel
  + Technology and encryption control and compliance
  + Di Minimis analysis & foreign direct product rule
  + EU/UK/SCOMET regulation experience
  + Deployment and administration of OCR EASE
  + Utilization of SAP GTS & e2open
  + Restricted party screening & OFAC regulations
  + Cloud based technology compliance and controls
  + Dale Carnegie Graduate & Toastmaster member

Professional Experience

**Eaton Corporation Jackson, MI**

### Global Export Classification Manager / Empowered Official Aug 2021 – Jan 2024

* Deployed on-boarding process integrating robust instructions & accountability for new classification specialists
* Deployed SharePoint site creating on-stop-shop for classification procedures, forms and reference documents
* Overhauled and deployed Eaton’s classification policy from US reg specific manual to global wide policy
* Integrated clarity around utilization of Cloud based technology into Eaton’s technology transfer policy
* Provided guidance/mentorship 41 engineering classification specialists located globally
* Front-line leader for classification determination questions and policy guidance for senior company leadership
* Provided classification training to classification specialists, interdepartmental colleagues, and leadership
* Audited PLM (Dassault Enovia) technology authorizations closing out over 400 expired authorizations
* Reviewed open order reports for exports needing export classification codes assigned or updated
* Lead voluntary disclosure investigations into business classification irregularities and errors

### Lead Analyst / Empowered Official Feb 2019 – Aug 2021

* Reduced US Customs portal (ACE) export metric creation procedure turnaround time by 66%
* Deployed US Export Team Microsoft SharePoint site and provided utilization training
* Coordinated import HTS requests for HTS and Country of Origin for preferential duty treatment
* Updated compliance policies, operating procedures, and work instructions based upon regulatory changes
* Conducted site audits that included visual inspections, training, and report out to senior leadership
* Business lead with deployment of OCR EASE software including providing training and procedure updates
* Investigated and authored business compliance voluntary disclosures and implemented corrective actions
* Audited customer & supplier base against updated OFAC restricted party lists
* Administered requests for technical data transfers, foreign travel, and foreign visitors

### Senior Analyst Licensing & Agreements / Empowered Official Jul 2014 – Feb 2019

* Cradle to grave administration of export authorizations facilitating $85,000,000 in sales, averaging 25 per year
* Coordinated TAA & MLA agreements facilitating aerospace projects & conducted training of requirements
* Coordinated authorizations for foreign national employee transfers as part of L-1B visa applications
* Administered UK OGEL export license requests & yearly report requirements for 2018
* Business lead with deployment of a trade compliance ERP dashboard utilizing QlikView software
* Periodically audited for transaction irregularities associated with authorizations
* Authored authorization voluntary disclosures and implemented corrective actions based upon findings
* Deployed authorization tracker utilizing a SharePoint list and provided utilization training to remote team

*In-Field Failure Analysis Technician / GTM Coordinator / Empowered Official Oct 2013 - Jun 2014*

* Cradle to grave administration of 100 US State authorizations facilitating $5,000,000 in sales
* Provided training for licensing policies, trade processes and regulatory updates including Export Control Reform
* Business lead with deployment of ERP system upgrade with new logic conforming with Export Control Reform
* Classified products per the Harmonized Tariff Schedule, U.S. Munitions List, and Commerce Control List
* Provided Export Control Reform product classification training to classification specialists
* Prepared NAFTA, UKFTA, and ILFTA claims for preferential duty treatment
* Coordinated CF28 & CF29 requests from US Custom & Border Protection
* Conducted in-field product failures inspections and reported findings with customer and senior leadership
* Worked interdepartmentally implementing corrective actions resolving systemic product malfunctions

*Customer Specification Analyst / GTM Coordinator / Empowered Official Jul 2006-Oct 2013*

* Cradle to grave administration of 600 US State export authorizations facilitating $23,000,000 in sales
* Provided training for licensing policies, trade processes, and regulatory updates
* Deployed record retention procedure for DSP-5 authorizations, fees collected, and license pareto metrics
* Business lead in deploying trade compliance logic within ERP
* Classified products per the Harmonized Tariff Schedule, U.S. Munitions List, and Commerce Control List
* Prepared North American Free Trade Agreement (NAFTA) claims for preferential duty treatment
* Coordinated CF28 & CF29 requests from US Custom & Border Protection
* Compared customer technical data against Eaton data and prepared reports of discrepancies

Education

**Siena Heights University Adrian, MI**

### Bachelor of Applied Science June 2014

**ITT Technical Institute Grand Rapids, MI**

### Associates of Applied Science June 2005