JULIAN MERCER

IMPORT EXPORT SPECIALIST

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PROFESSIONAL SUMMARY

Import Export Specialist with 7+ years preparing customs documentation and managing trade compliance for freight forwarders and importers. Keeps shipments moving by getting classification, valuation, and paperwork right the first time, and by keeping customers and brokers informed at every step.

PROFESSIONAL EXPERIENCE

Import Export Specialist
Expeditors, Seattle, WA
Mar 2023 - Present

- Prepare entries and commercial documents for 150 ocean and air shipments a month, with fewer than 1% needing later corrections, checking each document set against the purchase order.
- Review tariff classification and valuation for new products, and updated 60 part numbers after a published duty rate change, notifying affected customers before shipments arrived.
- Coordinated with brokers, carriers, and customers to clear held cargo, cutting average customs hold time to under two days by tracking each hold in a shared status sheet.
- Built a document checklist by trade lane that reduced rejections for missing paperwork by about a third in six months and shared it with customers during onboarding.
- Trained two coordinators on export controls screening and record retention requirements so coverage continued during busy weeks using short written procedures and live shipment examples.
- Work with account managers to review landed cost for new trade lanes and flag duty and fee changes before quotes go to customers.

Customs Compliance Coordinator
DHL Global Forwarding, Miami, FL
Jun 2021 - Feb 2023

- Managed import filings for Latin American shipments, checking harmonized codes and country of origin on each entry before release, and fixed mismatches early.
- Prepared documentation for duty drawback claims and helped recover about $90,000 in duties for an electronics client by matching import entries to export records.
- Screened parties against restricted lists before release and escalated three possible matches to the compliance team, which kept two shipments from moving until they were cleared.
- Tracked free trade agreement eligibility and certificates, which supported duty savings on qualifying goods from two origins, with certificates stored by supplier for quick retrieval.
- Maintained shipment records for the five-year retention period and supported two customs audits that closed with no findings, using a simple index of entries by customer.
- Reviewed supplier invoices for valuation errors and corrected 25 entries through post-summary corrections without any penalty notices.

Freight Forwarding Assistant
Kuehne+Nagel, Jersey City, NJ
Jul 2019 - May 2021

- Issued bills of lading, packing lists, and invoices for 80 weekly export shipments with consistent accuracy, which helped the team release cargo on time almost every week.
- Booked ocean and air space with carriers and updated customers promptly on sailing changes, rollovers, and delays so they could plan inventory and delivery dates.
- Checked letters of credit terms against shipping documents and caught discrepancies before they reached the bank for payment and worked with customers to amend terms quickly.
- Learned the import and export software quickly and wrote a short quick-start guide that new hires used in their first week and answered their questions during peak weeks.
- Prepared certificates of origin and export packing documents for 30 customers and helped the team keep shipments from missing sailings.

CORE SKILLS

Customs documentation | Trade compliance | Tariff classification | Customs valuation | Incoterms | Export controls | Duty drawback | Free trade agreements | Letters of credit | Freight forwarding | ACE and ABI filing | Denied party screening | Record retention | Excel | Landed cost analysis | Customer communication | Broker coordination | Documentation accuracy

EDUCATION

B.A. in International Business, Seattle University, Seattle, WA

CERTIFICATIONS

Certified Export Specialist (CES) | Certified Customs Specialist (CCS)