Devon Lucía Morin

Customs Compliance Analyst

customs-compliance-analyst@example.test
Vancouver, Canada

Import controls

23 to 8 per quarter — Repeat document exceptions after broker and accounts-payable briefings.

420 import records — Cross-checked broker declarations, invoices and product records.

310 items — Tracked supplier origin evidence through expiry and renewal.

Summary

Reviews import documentation and supplier evidence for an electrical components distributor. Prepares classification and origin files for compliance manager review, then coordinates corrections with Purchasing, Accounts Payable and the broker.

Experience

Customs Compliance Analyst

Rainquay Electrical Supply | 2022-09 – Present

- Briefed the broker and Accounts Payable on recurring supplier-document gaps. Repeat exceptions fell from 23 to 8 per quarter over two reporting periods. Used the same case categories each quarter and logged new corrections separately.
- Reconciled 420 import records against invoices, broker entries and product master data. Sent 32 documented exceptions to the compliance manager with the supporting records and the issue to verify.
- Rebuilt the origin register for 310 items. Gave Purchasing a monthly renewal list with expiry dates and owners, and kept old declarations linked to the periods they covered.
- Piloted the supplier declaration renewal tracker with Purchasing in 2024. Used separate statuses for declarations still under manager review and approved evidence.
- Prepared sample classification files that linked product descriptions, manufacturer specifications and purchase records. Reviewers could confirm product details from one file without repeated supplier follow-up.
- Matched broker charges to shipments and flagged duplicate or unsupported lines to Accounts Payable. Tracked resolutions and recorded which purchases or periods were affected.
- Asked category owners for specifications before the first purchase reached the broker. Kept missing product details on the launch review calendar.

Experience (continued)

Import Documentation Assistant

Nettle Pier Freight Services | 2020-06 – 2022-08

- Checked invoice, packing and transport documents before broker handoff. Contacted suppliers to resolve missing quantities or descriptions and recorded which document version was used for the final bundle.
- Prepared a weekly tracker for shipments awaiting updated documents and revised the priority order with the freight desk. Highlighted shipments that could miss booked arrival or customer delivery windows.
- Filed broker and supplier correspondence with the corresponding shipping record. Checked a sample against the shipment list each week and corrected records with an incorrect reference before closing the file.
- Maintained change notes when suppliers corrected invoices after shipment. Sent the original and revised versions with a short explanation so the broker could establish what changed and who had approved it.

Education

Diploma in International Trade

Harbour Crest Commerce College | 2020

Studied trade documentation, transport arrangements and procurement records. Final work sample reconciled a shipment file from purchase order to invoice and arrival documents.

Skills

Import documentation: Broker reconciliation, Origin evidence, Product master data, Classification review support

Operational controls: Exception reporting, Version tracking, Supplier follow-up, Evidence pack preparation

Languages

English · French