

Tanya Whitfield

Customs Specialist

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SUMMARY

Customs specialist with 4 years of ocean import experience at the Port of Savannah, clearing 70 entries a week for retail and furniture importers. Files ISF and entries in ACE, checks HTS classification and values against invoices, and uses Excel to track duties, holds and exams with steady attention to detail.

EXPERIENCE

Customs Specialist 09/2023 - Present

Coastal Empire Logistics Savannah, GA

Freight forwarder clearing 4,000 ocean containers a year through the Port of Savannah.

- Process **70** ocean entries a week in ACE for 35 retail, furniture and tire importers.
- File ISF for every booking 24 hours before loading, with zero late-filing penalties in 2025.
- Coordinate CBP exams and holds with terminals and truckers, releasing 95% of held containers within 3 days.
- Review weekly duty statements in Excel and flag customs brokerage billing gaps worth \$18K.

Import Coordinator 06/2022 - 08/2023

Southern Pine Furniture Co. Statesboro, GA

Furniture importer bringing in 600 containers a year from Vietnam and Malaysia.

- Scheduled **12** container deliveries a week from the port to 2 warehouses, avoiding demurrage on 98% of loads.
- Checked Incoterms, packing lists and HTS classification on supplier documents before sending them to the broker.
- Answered 40 supplier emails a week in Outlook about late documents, missing invoices and booking changes.
- Built an analytical landed-cost model in Excel that buyers used to price 300 new items.

SKILLS

- Customs Brokerage
- HTS Classification
- ACE
- ISF Filing
- Incoterms
- Duty Reconciliation
- Excel
- Outlook
- Analytical Skills
- Attention to Detail

EDUCATION

Bachelor of Business Administration

Georgia Southern University

Logistics and Supply Chain Management

Statesboro, GA

05/2022

CERTIFICATES

Certified Customs Specialist (CCS)

National Customs Brokers & Forwarders Association of America

2024