

Tyler Brennan

TRADE COMPLIANCE COORDINATOR

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Summary

Trade compliance coordinator with 2 years of import and export work, now screening 400 orders a month at a motor and drive manufacturer. Prepares export documentation and certificates of origin, keeps HTS classification records in Excel and SAP, and brings strong organizational skills and attention to detail to audit files.

Skills

- Trade Compliance
- Export Documentation
- HTS Classification
- Restricted Party Screening
- Certificates of Origin
- SAP
- Excel
- Outlook
- Organizational Skills
- Attention to Detail

Experience

Trade Compliance Coordinator

07/2025 - Present

Buckeye Motion Controls

Columbus, OH

Maker of industrial motors and drives exporting to 30 countries.

- Run restricted party screening on **400** orders a month in SAP and route hits to the compliance manager.
- Compile export documentation, including commercial invoices and certificates of origin, for 60 shipments a month.
- Maintain HTS classification records for 2,200 parts in Excel and update them after engineering changes.
- Organize audit files for the annual trade compliance review, which closed in 2025 with no missing records.

Supply Chain Intern

05/2024 - 05/2025

Hocking Valley Foods

Lancaster, OH

Specialty food maker importing ingredients from 12 countries (part-time during school).

- Tracked **30** inbound container shipments a week in Excel and sent daily status emails in Outlook.
- Filed bills of lading, packing lists and customs entries for 150 import shipments.
- Updated supplier contacts and Incoterms for 85 vendors in the purchasing system.
- Compared broker invoices to rate sheets each month and flagged \$6K in billing errors.

Education

Bachelor of Science in Business Administration

05/2025

The Ohio State University

Columbus, OH

Logistics Management

Certificates

Certified Global Business Professional (CGBP)

NASBITE International

2026