

Danielle Okafor

Trade Compliance Specialist

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SUMMARY

Trade compliance specialist with 5 years of import and export experience at a valve manufacturer and a licensed customs brokerage, holding a U.S. Customs Broker License. Handles HTS classification, export screening under ITAR and EAR, and document review in SAP, and keeps audit-ready procedures on SharePoint with close attention to detail.

EDUCATION

Bachelor of Business Administration

05/2021

University of Houston

Houston, TX

International Business

EXPERIENCE

Trade Compliance Specialist

03/2023 - Present

Gulf Coast Valve & Controls

Houston, TX

Industrial valve manufacturer shipping to customers in 40 countries.

- Classify 1,800 SKUs using HTS classification and ECCN review, cutting broker classification queries by **35%**.
- Check 600 export orders a month in SAP against denied-party lists and ITAR and EAR controls before release.
- Maintain 4 trade compliance procedures on SharePoint and train 30 shipping and sales staff on them each year.
- Coordinate with 5 customs brokers and freight forwarders to correct entry errors, recovering \$48K in duty overpayments.

Customs Entry Writer

08/2021 - 02/2023

Bayport Customs Brokerage

Pasadena, TX

Licensed customs broker filing entries for 120 importers.

- Prepared **45** consumption entries a week in ACE for importers of chemicals, steel and machinery.
- Verified invoice values, country of origin and Incoterms against entry data with a 99% accuracy rate.
- Answered importer and CBP questions by phone and Outlook, resolving most cargo holds within 24 hours.
- Built an Excel tracker for Section 301 duties that flagged 60 entries eligible for exclusion refunds.

SKILLS

Trade Compliance • HTS Classification • ITAR • EAR • SAP • Excel • SharePoint • Microsoft Office

Attention to Detail • Communication Skills

CERTIFICATES

Licensed Customs Broker

U.S. Customs and Border Protection

2023