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## PROFILE

Over eight years of military and professional experience. Highly skilled communicator with the ability to organize, coordinate, analyze, and implement ideas. Regarded by my professional leaders to be a dedicated, creative individual and a team player. Proficient in Microsoft Word, Excel, Access, Power Point, Visio, Outlook, Desktop Publisher, Quick Books 2003, Path Ways (crystal reports), Contract Management System, Photo Shop, ILAP(SARSS-1), Trade Beams (Open Harbor), ACE(Automated Commercial Environment), AES (Automated Export System), IBM (OPS, Data Point, Focus), SAP, FileMaker, Report to Web, Sharepoint. Extensive knowledge of EAR, CFR 15, HTS, CFR 19, Explanatory Notes

## MILITARY & PROFESSIONAL EXPERIENCE

DRS Technologies, Inc, RSTA

2013

Senior Trade Compliance Specialist (Security & Trade Compliance)

- Provides trade compliance guidance and support to the RSTA business unit under the C4ISR group in efforts to facilitate international business and accommodate customers in a timely manner
- Researches international transactions, collaborates with foreign resellers, integrators, direct customers etc., and prepares letter of explanation for U.S. Department of Commerce license submission for DRS Corporate Trade Compliance review prior to SNAP-R submission
- Supports Global Trade Compliance Tool (OCR): license submissions, classifications, record retention and visual compliance
- Audits and approves commercial invoices for international shipments
- Researches and compiles product information for Free Trade Agreement qualifications and submits to DRS Corporate Trade Compliance for review and approvals
- Collaborates and guides ERP system administrators on the implementation of trade compliance data elements ie flags, checks, ECCN, USML, HTS classifications, Jurisdiction data, COO, etc.,
- Collaborates and guides ERP system administrators on commercial invoice automation and developing AES summary
- Developing and maintaining trade compliance classification tables for future batch loads into software tools and ERP system
- Developing and rolling out STA License Exception Program through training and international customer support
- Conducts extensive trainings targeting ECCN and HTS classifications, Export Licensing, Miscellaneous Shipping, Hand Carry programs, MOVEIT DMZ, and Visual Compliance
- Developing and implementing trade compliance data elements in the sales software tool (Sales Force) through collaborations with the international sales team
- Maintains reports for export license, license exceptions, carnets etc.,
- Supports internal DRS Corporate Trade Compliance audits through research and setting up departmental interviews
- Cultivating trade compliance best practices through training, mass email distributions, internal posters etc.,
- Developing subject matter experts list of product line engineers
- Collaborates with imports manager and freight forwarders on problem solving international shipping issues
- Applies for and maintains ATA Carnets
- Supports and guides international sales team on export licensing strategies based on their targeted regions
- Supports DRS Corporate Trade Compliance team with Commodity Jurisdictions through research and analysis
- Executes, audits, and conducts training on Visual Compliance (Restricted Parties) Screenings
- Reviews and Approves information for MOVEIT DMZ and share point site set up for technical data transfers
- Reviews and Approves international travel requests
- Guides and supports miscellaneous shipments (trade shows, demo etc.,) and hand carries

- Researches and analysis product information through PDM Link
- Guides engineers on correct documents markings
- Reviews and approves bailment agreements and resellers agreements for contracts
- Conducts regular export and import spot audits
- Guides and supports shipping staff for both Melbourne and Dallas facilities on shipping documentation requirements and AES filings
- Supports DRS Corporate Trade Compliance with U.S. Government information requests through research and analysis
- Developing new miscellaneous shipping form through collaboration with Melbourne facility

National Oilwell Varco, WISE Group

2012-2013

Trade Compliance Manager (International Sales & Marketing)

- Provided trade compliance guidance and support to all National Oilwell Varco Well Intervention Stimulation Equipment business units globally in efforts to accommodate customers in a timely manner
- Hired and trained 8 trade compliance specialists to support 13 business units under the National Oilwell Varco Well Intervention Stimulation Equipment Group.
- Developed and managed 8 direct reports
- Established and implemented processes, procedures and internal controls to facilitate movement of goods throughout global borders while maintaining a high level of regulatory compliance.
- Consolidated 17 import brokers down to 2 resulting in an annual cost savings of \$259K
- Managed and audited import brokers and freight forwarders
- Cultivated relationships between trade compliance and business units leadership by developing trade compliance committees at each business unit, working groups, email distribution lists, etc.,
- Developed a network of subject matter experts within the engineering groups for product lines within each business unit to support vetting and assigning ECCN and HTS classifications
- Developed and conducted live training to the various NOV WISE Group Business Units on import/export compliance.
- Developed systems and procedures to maintain global classifications, trade compliance documentation, policies and procedures, etc.,
- Developed and implemented classification database for all business units operating under the Well Intervention Stimulation Equipment Group.
- Assisted and supported consolidation of trade data elements (ECCN, HTS, COO, flags, blocks, etc.,) from eight ERP systems down to five with potential to consolidate down to two ERP systems.
- Automated shipping commercial invoice and developed AES summary within the ERP systems.
- Implemented internal AES filing through developing processes and procedures and providing training
- Developed and manages the full miscellaneous shipment program including NOV WISE products and third party commodities.
- Analyzed and determined the correct ECCN, HTS and Schedule B classifications of products by securing detailed descriptions of items from product design teams.
- Responsible for research, preparation, and responses to CF-28 and CF-29
- Rolled out Visual Compliance (Denied Party Screening Tool) to all sites globally.
- Obtained visibility of parcel shipment by changing our parcel accounts to Customized Processing Accounts.
- Developed the Well Intervention Stimulation Equipment group sharepoint site on the company intranet to accommodate employees
- Developed and implemented monthly round robin post entry audit based on Focused Assessment requirements.(selected and distributed audit samples via ACE)
- Conducted quarterly post entry audits for NOV Corporate Trade Compliance Group.

Texas Instruments Inc.,

2010-2012

Global Trade Compliance Classification Manager (Logistics and Procurement Division)

- Provided Trade Compliance guidance and support to all Texas Instruments 144 business units globally in efforts to accommodate customers in a timely manner
- Analyzed and assigned ECCN, HTS and Schedule B classifications of products by securing detailed descriptions of items from product design teams
- Audited and maintained classifications by staying abreast of most recent regulatory changes and product design changes
- Conducted extensive classification trainings to business unit engineers and business planners

- Cultivated relationships between Trade compliance and business units leadership; developed a network of product line experts with in each business unit
- Responsible for research, preparation, and submission of CCATS to the U.S. Bureau of Industry and Security, Department of Commerce through the SNAP-R system
- Responsible for research, preparation, and submission of Binding Rulings to the U.S. Department of Homeland Security, U.S. Customs and Border Protection
- Lead robust classification team in the development of classification repository centralizing internal part number classifications and third party goods
- Responsible for encryption, technology and software classification reviews; algorithms, key lengths, open source software, standard and non-standard encryption etc.,
- Reviewed design material, non-disclosure, software licensing, and statement of work agreements for trade compliance requirements
- Developed and managed the full miscellaneous shipment program including Texas Instruments products and third party commodities. Involved in multi-million dollar operations (Japan Earthquake, Mobile World Conference)
- Managed hand carry shipment program thru collaboration with Texas Instruments leadership and OGA's
- Responsible for maintenance and troubleshooting SAP/GTS system classification master tables, correlation tables, classification and license blocks, shipment issues etc.
- Assisted in SAP upgrade from 3.0 to 8.0 and participated in the ongoing improvements team
- Conducted extensive trainings targeting ECCN and HTS classifications, Export Licensing, Miscellaneous Shipping and Hand Carry programs
- Back up for all import entries guidance and documentation, AES submission thru EDI batch feeds, Export Licensing
- Collaborated with internal legal and engineers regarding ISTAC (Information Systems, Technical Advisory Committee)

#### Global Trade Compliance Export Licensing Manager (Logistics and Procurement Division)

- Managed Texas Instruments processes in researching, preparing, and submitting all U.S. Export License to the U.S. Bureau of Industry and Security, Department of Commerce.
- Maintained working relationships with key licensing officers within to the U.S. Bureau of Industry and Security, Department of Commerce.
- Advised and trained Texas Instruments business units on all aspects of EAR export licensing policies, regulations, guidelines and practices.
- Performed continuous export licensing audits in efforts to abide by the export license conditions regarding license reporting requirements.
- Performed extensive review of controlled items and export license before releasing block commodities to ship through the SAP-GTS system.
- Managed communications to/from the business units and government agencies with respect to prospective, outstanding or approved license applications.
- Maintained all export license set ups in SAP/GTS system
- Prepared and submitted license conditions and license exceptions report for semi-annual reporting to U.S. Bureau of Industry and Security, Department of Commerce
- SNAP-R export licensing portal administrator

#### NEC Corporation of America

2006-2010

#### Import/Export Trade Compliance Specialist (Legal Division)

- Ensured compliance with applicable U.S. Import Laws and Regulations through the development and maintenance of an effective compliance program.
- Facilitated the expeditious processing and movement of import shipments.
- Developed and delivered live training to the various NEC Business Units on import/export compliance through intercompany annual conference.
- Performed periodic trade compliance audits according to Focused Assessment Program (FA) requirements to ascertain the effectiveness of the NEC import compliance program.
- Analyzed and determined the correct tariff classification (Harmonized Tariff Schedule Number – HTS #) of products by securing from Product Management detailed descriptions of items; including Other Government Agency (OGA) requirements.
- Analyzed and determined the correct value and country of origin of products in conjunction with Supply Chain Management and Materials Departments.

- Prepared, filed and administered all required declarations and forms pertaining to import shipments, including the preparation and filing of any required reports, certificates and supporting documents for U.S. government or any other government agency having an interest in the import transaction.
- Conducted periodic import compliance assessments including the Customs – Trade Partnership Against Terrorism (C-TPAT) Program, evaluated the effectiveness of the NEC import compliance programs and the adherence of business units to established policies and procedures.
- Developed and conducted training, as needed, on import compliance issues; C-TPAT, proposed rules or legislation, new government programs and requirements, for the various NEC business units.
- Updated and maintained Import, Export and C-TPAT Compliance Manuals; stayed abreast of proposed legislation governing import compliance; reviewed and implemented new policies and procedures, directives and work instructions governing import compliance ensuring proper dissemination to all affected parties.
- Ensured NECAM Part Number/Tariff Classification Database was maintained, current and accurate and compiled statistics for monthly reports using internal ERP systems as well as ACE (Automated Commercial Exchange) portal.
- Ensured proper record-keeping and record retention policies and procedures were followed.
- Provided backup assistance to Export Manager by maintaining the Export Management System determining ECCN classifications and conducting order Screenings.
- Audited the maintenance of proper record keeping for the NEC Foreign Trade Zone facility
- Maintained compliance activities including audits and implementation of processes and procedures

Emerson Process Management Regulator Division

2005-2006

Export Compliance Coordinator

- Responsible for development of Trade Compliance programs for manufacturing plants, including procedures, policies (EMS), training and implementation.
- Responsible for ensuring that the plants ERP system and programs were in compliance with Emerson Corporate Trade Compliance program and all applicable laws.
- Collaborated with plant engineers to ensure proper product classification were assigned to products according to Harmonized Tariff Schedule (HTS codes) and Export Administration Regulations (ECCN).
- Evaluated orders for export license determination
- Worked with plant personnel to ensure trade compliance regulations were followed during procurement of new products, tooling etc., as well as sales, order entry and shipping of products with required documentation.
- Evaluated orders, letters of credit and contracts for anti-boycott language, end-use, end-user, and ultimate destination requirements according to government regulations.
- Implemented and maintained monthly audits: entry files, assist files, free trade agreements claims, country of origin, broker liquidation reports, and classification accuracy.
- Supported FA audit and voluntary prior disclosures
- Maintained C-TPAT documentation and NAFTA Certifications
- Maintained screenings : Advance Notification of Foreign National visitors, export order screenings
- Responded to U.S. Customs regarding CBP form 28 and 29
- Evaluated international export shipping methods for cost savings
- Troubleshooted import/export shipping delays
- Extensive knowledge of Incoterms 2000
- Lead Corporate Bench Mark Supply Chain study in U.S. and Mexico divisions

Broadlane (CoreStaff)

2005

Item Catalog Analyst/Pricing Analyst

- Daily customer service
- Extensive research and analysis of products and vendors used by company customers
- Product standardization (RODS), categorization, cross-referencing vendor codes
- Description and category quality assurance of health care facilities item master records
- Maintain VHS (Valley Health Systems) database with current contract pricing
- Assisted in coordinating data file imports for all existing customers
- United Health Service database maintenance

El Dorado Police Department

2004

Intern

- Acquired valuable skills and knowledge in criminal and narcotic investigations, detainee booking/processing, patrol, and SID.

United States Army (Active Duty & Reserve),  
Cable Systems Installer 31L

1997-2004

- Managed installation, troubleshooting and maintenance of communication satellite telephone lines.
- Successfully completed training to become a certified 31L MOS Cable Systems

Installer/Maintainer

- Obtain Certificate of Signal Corps affiliation, Army Commendation Medal and Secret Security Clearance.

Operation Enduring Freedom,  
Item Manager 92A(logistical Supply)

- As member of United States Army Reserve, in charge of learning and implementing computer programs (AEPS, Fed Log, SARRS-1, MRF) and providing user training and supervision of 16 soldiers in administering program.
- Collaborated with Master Sergeant in generating approval to ship supplies to soldiers stationed overseas, demonstrating strong project management, organizational, planning and prioritization skills.
- Maintained MFR (Manager Review File) for all supplies needed in the South Asia Theater during Operation Enduring Freedom.
- Demonstrated initiative and enthusiasm while training and managing (6) mobilized soldiers.
- Responsible for assisting SARSS-1 customers through research and validation of daily transactions. Processed and reviewed over (1.3M) requisitions worth over (\$1.7B) during Operation Enduring Freedom.
- Managed the manager review file by working reason refer codes, building and editing catalog records.
- Follow- up and research daily transactions using document history files for latest status.
- Performed Item Manager duties in a multi-functional component Theater Material Management Center while mobilized in support of Operation Enduring Freedom servicing over 5,681 military customer units geographically dispersed throughout USARSO and Southwest Asia (SWA).
- Received Army Commendation Medal

#### **EDUCATION**

Bachelor of Science, Southern Arkansas University

2004

#### **CERTIFICATES OF TRAINING**

U.S. Department of State Complying With ITAR

2011

NEC Company Training Customs Partnership Against Terrorism

2007

Global Market Series Export Certificate Program

2007

Global Market Series Import Certificate Program

2007

ICPA Conference

2007

ICPA Conference

2006

Free Trade Agreement Series

2006

NAFTA Certification Program

2006

Global Training Center Inc. Export Documentation and Procedures

2006

Global Training Center Inc. Tariff Classification using HTS

2006

#### **SECURITY CLEARANCE**

U.S. Army Signal Corps- Secret Security Clearance

1997-2004

#### **ORGANIZATIONS & COMMUNITY SERVICE**

Memberships:

International Compliance Professionals Association (ICPA)

2006-Present

Lambda Alpha Iota Chapter, Criminal Justice Club,

2001-2004

- Vice President

- Activities Coordinator

- American Criminal Justice Association

Volunteer:

2003-2004

Youth Mentor Program  
Magnolia Boys and Girls Club  
F.A.C.T Head Start