

IOANA MOISE

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Objective

Seeking a promising career emphasizing skills acquired through work and school in trade promotion programs, market intelligence, international business, foreign trade practices, industry communication and involving leadership, problem solving and business planning.

Education

University of Houston- Downtown, Class of 2009

Major: BA International Business

Courses include: International Marketing, International Economics, Exporting and Importing International Business Law, International Finance, Business Management, Business Ethics, Economic Development.

North Harris Community College, 2005-2007 – Dean's List

Certifications and trainings:

Time and Outcome Management; Speaking Skills Lab; Sales Best Practice Tools; Essential Selling Skills; Basics of Supply Chain Management; Export training; Country of Origin Markings training; Free Trade Agreements training; Project Management Essentials Certification.

Skills

- Software: Microsoft Office (Advanced Excel, Advanced ACCESS, Advanced Visual Professional 2013, Microsoft Project 2013); CTS (client tracking system++); Adobe Photoshop; Languages: fluent Romanian; Basic French and Spanish;
 - Acquired great public skills while working at the Norwegian Trade council and being an International Trade Assistant with the U.S Department of Commerce. Successful working in a team environment; self-starter and able to work unsupervised in order to resolve potential problems.
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Accomplishments

Leadership

- Member of the International Business Association (IBA) at UHD; volunteered within and outside the university; attended guest speakers meetings from business leaders, public officials, community leaders, and foreign dignitaries and diplomats.
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Work Experience

National Oilwell Varco, Houston, TX (February 2011- 7/14/2015)

- **Import Compliance Analyst:**
Cooperated daily with trade compliance managers in order to have all business units comply with CBP policies. Handled complex data and performed data mining and analysis. Successfully performed risk analysis of import data, Post-Entry Audits and Validation Audits. Responsible for quantifying the figures of loss of revenue for Prior disclosures. Ran daily/weekly reports from the ITRAC data (Importer Trade Activity). Prepared the reconciliation process for all IORs and all entries from beginning to end. Worked with customs brokers for filing entries. Active in attending current trade events, customs broker meetings and ethics and compliance/legal matters.
- **Programs Coordinator:** successfully coordinated, and administrated and managed production of all NOV Sales training programs international and domestic (50 + per year);
- Hands on experience in managing and planning international events and developing awareness of the programs.

Innovation Norway (formerly Norwegian Trade Council), Houston (August 2009- June 2010)

- **Project Assistant in Americas Oil & Gas Team Lead:** lead Oil & Gas team related activities for Innovation Norway offices in Brazil, Canada and the US; met with potential client companies and presented market report findings, including accurate costs of products and services; organized multi-market client projects; developed market entrance strategies for Norwegian client companies entering the US market: key market segments, potential client and competitor landscapes and relevant regulatory considerations.
- Created business matchmaking and developed comprehensive market reports in response to market changes and/or new relevant segments within the US oil & gas market (SWOT Analysis).
- Developed and implemented trade delegations agendas.

Houston USEAC- Department of Commerce (September 2008-December 2008)

- **Internship as Trade Specialist (Export Assistance Center (USEAC))**
Assisted in planning, developing and implementing export programs and strategies for US companies. Assisted U.S companies in identifying and exploring export opportunities in foreign markets.

Conducted SWOT Analysis and identified market conditions, trade opportunities and other problems affecting the business environment.

- Delegated foreign-owned companies invest in the U.S; collaborated with trade promotion/export assistance programs, international buyer delegations, promoting interaction on the competitive global market; reached out to manufacturers/distributors wanting to establish in Houston.
 - Constantly tried to assist in developing a relationship in order to develop a local client base.
 - Involved in Trade shows and exhibits to assist U.S Companies in their foreign export endeavors.
 - Published Export News (June-August 2012).
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References and Letters of Recommendation upon request.