

# IOANA MOISE

Ioana.moise2015@gmail.com  
502 S. Post Oak Ln. Houston, Texas 77056  
(281) 748-3910

---

## Objective

Seeking a promising career emphasizing skills acquired through work and school in the realm of regulatory compliance, market research and analysis, 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

## Certificates/Trainings

- Software: Microsoft Office (Advanced Excel, Advanced ACCESS, Advanced Visual Professional 2013)
- Project Management Essentials Certificate; Microsoft Project 2013 certificate; Basics of Supply Chain Management; Time and Outcome Management; Speaking Skills Lab; Sales Best Practice Tools; Essential Selling Skills;
- Country of Origin Markings training; Free Trade Agreements training; Reconciliation training.

## Skills

- 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.
  - Languages: fluent Romanian; Basic French and Spanish;
- 

## 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.

## Work Experience

### *Academy Sports + Outdoors*

#### **Regulatory Compliance Analyst (August 2015 – Present)**

- Reviewed new governmental regulations and requirements and worked with the compliance team to ensure compliance.
- Researched and implemented Conflict Minerals/Dodd-Frank/Rule 1502. Educated both internal and external customers of the new rules and regulations.
- Created and conducted compliance trainings.
- Successfully monitored and ensured compliance with new, current, and pending U.S. import regulations and other government agencies such as: FDA, APHIS, NHTSA, AMS, ATF, DEA, EPA & other PGAs.
- Monitored US importation changes including Free Trade Agreements, trade sanctions, Harmonized Tariff Schedule, Anti-Dumping Duties (ADD), and Counter Vailing Duties (CVD).
- Conducted import compliance audits for CBP programs, including Customs-Trade Partnership against Terrorism (C-TPAT) security requirements, Importer Self-Assessment (ISA), and Intellectual Property Rights (IPR).
- Developed, coordinated, and conducted customs compliance training in compliance with regulatory requirements.
- Maintained daily uploads to audit tool and Oracle, including accounts payable and duty accruals.
- Ensured compliance with internal control procedures when working with brokers or customs.
- Coordinating with outside counsel regarding regulatory and compliance issues.

### *National Oilwell Varco, Houston, TX* (February 2011- August 2015)

#### **Customs 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.
- Created and conducted compliance trainings.

- Responsible for quantifying the figures of loss of revenue for Prior disclosures.
  - Ran daily/weekly reports from the ITRAC data (Importer Trade Activity).
  - 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).

---

**References and Letters of Recommendation upon request.**