

**Paula L. Saunders**  
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## **PROFESSIONAL ACCOMPLISHMENTS**

Experienced export/import professional specializing in ITAR and EAR export licensing and U.S. Customs Regulations. I have worked with FCPA, OFAC, Antiboycott, International Consultants, ITAR Brokering, Foreign Trade Zones, and Duty Drawback and have developed export/import compliance processes/systems/tools for multiple organizations. My primary functions involve export and import risk identification, establishing audit programs, training, and execution under the regulatory requirements.

## **PROFESSIONAL EXPERIENCE**

### **• INTERNATIONAL TRADE COMPLIANCE; EMPOWERED OFFICIAL**

#### **Lockheed Martin Corporation, Space Systems Company Denver, CO January 2001 - present**

- Maintain compliance with export and import activities, including drafting and submitting Department of State and Commerce export authorizations for programs at multiple sites.
- Investigate potential areas of non-compliance and prepare disclosures.
- Establish and implement policies and procedures.
- Continually review processes for improvement for efficiency and improved compliance.
- Develop risk identification and assessment programs to determine level of compliance with federal export regulations and company policies for both export and import.
- Research export/import regulations for other countries to improve marketing.
- Integrate new acquisitions into existing international business processes.
- Train and mentor new trade compliance employees
- Create and conduct training to new employees, business development, procurement, programmatic and technical personnel.
- Demonstrate successful self-management at remote locations.
- Coordinated submittal of Foreign Trade Zone application and activation.
- Co-Chairman in Lockheed Martin Customs Council and Council member in Traffic Council
  - Develop council meeting agendas and lead meetings
  - Provide training to all Customs and Traffic councils
  - Provide recommendations for change to existing corporate policies.
- Certified Green Belt within the LM21/Six Sigma process improvement system
- Graduate of LMSSC Executive Development Growth Enhancement (EDGE) Program

### **• EXPORT/IMPORT ADMINISTRATION**

#### **Raytheon Company Denver, CO April 2000 – January 2001**

- Maintained compliance with export and import activities, including licensing authority and application of Department of State licenses and Technical Assistance Agreements.
- Provided license/agreement specific training to program individuals
- Establish and implement policies and procedures for export and import.
- Investigated areas of non-compliance.

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• EXPORT ADMINISTRATOR/CONSULTANT

**Litton Systems, Inc., Poly-Scientific Division Blacksburg, VA January 1996 - December 1999**

- Maintained compliance with export/import activities at four operating facilities in a three-state area.
- Maintained compliance to Federal export and import regulations, preparation of applications for Department of State and Commerce export licenses and manufacturing and distribution agreements.
- Prepared annual sales reports for Department of State Warehouse and Distribution Agreements and prepare royalty reports.
- Performed monthly audits of Exporting Procedures and establish new policies for export and import activities.
- Supported International contract activity including Letters of Credit, international financing, royalty reporting, and preparation of ocean and airway shipping documentation.
- Provided Export Awareness Training to Division personnel.
- Trained and mentored compliance staff on International Traffic in Arms (ITAR) and Export Administration Regulations (EAR).

**FUNCTIONAL EXPERIENCE**

• VICE PRESIDENT - Board

**Oakbrook Home Owners Association Littleton, CO 2014-2016**

• CHAIRMAN/BOARD MEMBER – Parks, Recreation & Libraries Advisory Board

**City of Westminster Westminster, CO 2004-2013**

• CHAIRMAN – Long Range Planning Committee

**Crown Pointe Academy Westminster, CO 2011-2012**

• CHAIRMAN - Education Committee

**Christiansburg & Montgomery County Chamber of Commerce 1997 - 1999**

**EDUCATION**

*Dunlap-Stone University*

Master of Science in Regulatory Trade Compliance

In Process; expected completion June 2020

*University of Colorado at Boulder*

Bachelor of Arts in History and Diploma in Education