
Export Compliance Officer Resume

Job Objective

To enhance my skills as an Export Compliance Officer by joining forces with a growing establishment seeking qualified applicants.

Summary of Qualifications:

- Good experience in export and import licensing
 - Familiarity with customs, Import and Export Administration Regulations
 - Sound knowledge of Foreign Trade Regulations and Practices
 - Deep knowledge on the EAR and ITAR
 - Skilled in using USG and third party vendor electronic licensing tools
 - Proficient with Microsoft Word, Excel and PowerPoint
 - Excellent written and interpersonal communication skills
 - Ability to handle high case loads
 - Ability to interpret and apply Export and Import Regulations
-

Work Experience:

Export Compliance Officer, August 2005 – Present

Jonathan Lee Recruitment Ltd, Jackson, MS

- Prepared Department of State and Department of Commerce export & import licenses.
- Ensured compliance to International Traffic in Arms, Bureau of Industry & Security and Department of Homeland Security & Border Protection Regulations.
- Handled and managed queries and relations with DRS Program Managers, Purchasing Managers, Engineering personnel and Contracts Managers.
- Assisted with the development of licensing strategies for major international programs.
- Ensured that administrative and regulatory requirements related to export licensing and compliance, and import compliance is met.

Export Compliance Officer, May 2000 – July 2005

FF & C Management, Jackson, MS

- Reviewed and classified technical data based on licensing requirement from respective country.
 - Reviewed and approved transfer of technical data to external parties.
 - Conducted internal audits and trainings on export compliance system.
 - Conducted sub-licensee audits.
 - Reviewed and approved visitor and traveler applications.
 - Conducted denial party screening.
 - Maintained recordkeeping on export compliance documents.
-

Education:

Bachelor's Degree in Business, Bethel College, Mishawaka, IN

Master's Degree in Business Administration, Metropolitan State University, Saint Paul, MN

[Build your Resume Now](#)