

OBJECTIVE: To be an integral part of an aggressive and prosperous organization in which I can utilize my international experience and interpersonal skills to contribute to the success of the company. A vast background in manufacturing, marketing, sales, and administration provide a wealth of knowledge to supplement my global expertise. I have strong organizational and research skills that allow me to craft efficient and compliant procedures. An aptitude for public speaking provides me with the resources to effectively promote and train for multiple areas of international business from compliance initiatives to cultural awareness. More than 22 years of combined international education, travel and work experience will be an indispensable asset to any organization.

WORK EXPERIENCE:

Abrasive Technology, Inc. (12/97 – Present)

Global Manufacturer of SuperAbrasive Grinding Tools, Headquarters

❖ Quality, Safety, & Compliance, Leadership

- Define & Monitor Process Metrics for Throughput, Productivity, Cost & Quality
- Align Processes, Resources & Capital to Meet Corporate Strategic Goals
- Define Team Mission, Objectives, Capabilities, Tasks, Expectations & Behaviors & Process Flow
- Manage a Total Budget in Excess of a Million Dollars
- Lead a 11 Member Team (2 Remotely Located) Responsible for:
 - Voluntary, Regulatory, & Customer Required Quality Standard Compliance & Certification
 - ISO9001
 - AS9100 – Quality Systems for Aerospace
 - Medical Device Directive (MDD) or CE Mark
 - FDA Good Manufacturing Practice
 - ISO13485 – Quality Systems for Medical Devices
 - Canadian Medical Device Regulations (CMDR)
 - ISO Dental Rotary Instrument Standards
 - Japanese PAL Accreditation
 - Maintain & Develop Quality Management System, Database, Recordkeeping, & Reporting
 - Technical/Design File Maintenance; Internal Audits: Process, Product & Document
 - Customer & Third Party Audits; Vendor Quality Evaluation
 - New Product Line QA Planning, Product Recall or Medical Device Reporting
 - Gage Control & Calibration
 - All Duties of Former Compliance Team

❖ Compliance, Leadership

- Promote Regulatory Awareness to the Organization by Providing Training & Consultation Services
- Ensure Global Regulatory Compliance During Facility Acquisitions, Expansions, Relocations & Closures
- Analyze the Impact of an Emergency Incident on People, Facilities, Operations, & the Environment, & Take Action to Reduce the Probability of Occurrence or the Severity of the Consequences
- Advocate & Implement a System for Continuous Improvement to Plant Safety & Sustainability
- Managed Combined Import/Export Volumes in Excess of \$18MM
- Assess, monitor and evaluate performance on process tasks for each team member
- Corporate Integration of Maquila/IMMEX Programs
- Business Continuity/Disaster Recovery Planning
- Lead a 9 member team (3 remotely located) responsible for:
 - Corporate Contracts, Distributor & Service Agreements, Sourcing Requirements, Terms & Conditions, Powers of Attorney, Surveys & Certifications
 - Waste Water Treatment Through Chemical Precipitation, Ion Exchange, Neutralization, & Filtration
 - Managing Workers' Compensation Through Rate Negotiations, Accident Investigations, Participation at Claims Hearings, Coordination with TPA, & Establishing a Return to Work Program
 - Disaster Preparedness & Emergency Management (Inclement Weather; Spill Response, Fire, Power Failure, Explosion, Medical Emergencies, Pandemics, Workplace Violence)
 - Compliance with OSHA Regulations, NFPA Standards, Local Fire Prevention Codes, & Our National Preparedness Standard
 - Securing & Maintaining Permits for Construction, Flammable Liquids, Hot Work, Confined Space, Compressed Gas, Air & Water Discharges
 - Management of Hazardous (& Solid) Wastes & Materials Storage, Disposal, Transport & Recycling
 - Conducting Comprehensive Safety Investigations & Ergonomic Evaluations

❖ Regulatory Compliance, Process Engineer

- Provide the Organization with Expertise to Efficiently & Effectively Abide by the Compliance Standards of National & Foreign Governmental Laws
- Focus on the Growth of Global Business Beyond Risk Avoidance Through Advanced Technology & Sophisticated Automation of Key Regulatory Processes

- Liaise Between Government Agencies, Outside Counsel, Service Providers & Senior Corporate Leadership to Ensure Global Activities Satisfy all Applicable Local, State & Federal Regulations
- Strategic Planning Capabilities for Import & Export of Products & Materials
- Monitor Regulatory Changes In & Adapt Corporate Policies to "Other Government Agency" Jurisdictions such as the Federal Trade Commission, Nuclear Regulatory Commission, Consumer Product Safety Commission, DOT, EPA, Customs Rulings & Court Decisions, etc.
- Lead a 7 Member Team (3 Remotely Located) Responsible for Regulatory Compliance Tasks Below
- ❖ Regulatory Compliance
 - Global Medical Device Registrations, Licensing, Certifications, & Packaging/Labeling Compliance
 - Aerospace/Dept. of State's Directorate of Defense Trade Controls Compliance
 - Ensure Adherence To "Deemed Export" Prohibitions & Visa/Licensing Needs Regarding Technology Transfers & International Travel/Relocation
 - Transfer Pricing, VAT Reclamation & Foreign Tax Reporting
 - REACH/RoHS/WEEE Compliance
 - Maximize Cost Saving Opportunities in the Area of Duty, Freight, & Related Processing Fees as it Relates to Supply Chain Logistics for all Corporate Locations
 - Retain All Duties of Import/Export Administrator
- ❖ Import/Export Administrator
 - Development, Implementation, Maintenance, & Enforcement of Corporate Customs Import/Export Compliance Policies/Procedures, Training & Auditing Functions For Worldwide Locations
 - Harmonized Tariff Classification; Country of Origin Determination; Preferential Trade Agreement Evaluation; NAFTA Qualifications & Compliance
 - Temporary & Permanent Immigration Research & Analysis for Foreign New Hires & Transfers
 - Foreign Market Analysis & Tariff Review; Landed Cost Research; Trade Barrier Analysis
 - Maintain & Develop Import/Export Software & Web Services
 - All Duties of International Market Representative, Excluding Customer Service
- ❖ International Market Representative
 - Research & Development Related to Improvements in International Service, Shipping, Accounting Documentation, Systems, Regulatory Compliance & Communications
 - Intellectual Property Protection; Proper Usage of Patents, Trademarks; Infringement Prevention
 - Customer Service for International Industries: Lapidary, Stone, Electronics, Industrial, Automotive, Textile, Aerospace
 - Hazardous Material Transportation Coordination; IMDG & IATA Compliance
 - Foreign Language Translation & Cultural Awareness Training

Newall Electronics, Inc. (03/95 - 12/97)

Sales & Service Office for European Manufacturer of Machine Tool Digital Readout Equipment

- ❖ Latin American Sales Coordinator
 - Foreign Market Development in Mexico, Costa Rica, Venezuela, Colombia, Peru, Argentina, & Chile
 - Discovered, Developed, & Supervised Foreign Distribution, Managed Foreign Trade Shows, Visited & Trained Foreign End Users
 - Development of Distributor Policies, Sales Forecasts, Status Reports, Competitive Analyses, Market Research, Corporate Regulatory Procedures
 - Foreign Language Translation of Technical & Operational Manuals, Advertisements, Product Literature
 - Inside Sales/Customer Service
- ❖ Administrative Assistant
 - Foreign /Domestic Collections, Invoicing, Credit Checks
 - Purchasing, Receiving, Scheduling, Shipping, Inventory Maintenance
 - Microsoft Access Programming
 - Returned Goods & Customer Complaint Coordination
- ❖ Secretary/Receptionist
 - Export Document Generation
 - Accounts Payable, Accounts Receivables

FORMAL EDUCATION:

Summa Cum Laude, The Ohio State University, B.A.Spanish/Romanian	(1994)
Fulbright-Hayes Fellowship – University of Cluj-Napoca, Romania	(1994)
Rotary Student Ambassador to Spain	(1989-1990)
Valedictorian, Lucas High School	(1989)