

## ***Professional Profile***

- Twenty-three years working in a defense contractor manufacturing companies
- Fourteen years experience in Export Compliance
- Nine years experience at Facility Security Officer
- Strong supervisory skills. Able to establish individual and group goals and motivate/direct others to achieve excellence
- Well developed interpersonal relations skills. Establish and maintain rapport with individuals of varying expertise levels.
- Ability to set budgets and work within them.
- Excellent communications skills. Able to prepare materials and present concepts with clarity and ease.
- Proficient in Microsoft Office and OCR Export Management System

## ***Work History***

BAE Systems Land & Armaments  
Export Import Compliance Manager  
October 2012 to present

Responsible for ensuring BAE Systems Land & Armaments products, technology and defense services are exported/imported in accordance with U.S. Government regulations, including the International Traffic in Arms Regulations (ITAR), Export Administration Regulations (EAR), Bureau of Alcohol, Tobacco, Firearms and Explosives (BATFE), and U.S. Customs. Products, technology and services include ground systems combat vehicles (tracked and wheeled), naval weapons stations and specifically designed assemblies, components and parts.

- Empowered Official
- Lead six employees in three locations in the U.S.
- Develop and work within departmental budgets
- Handle all personnel issues within the department
- Review and work with Contracts/Programs in preparation of proposals, Rough Orders of Magnitude (ROM)s for international programs
- Assist programs in reviewing export requirements during proposal phases of international programs
- Provide Export Compliance Training to on-site personnel at various BAE Systems sites
- Review Technical Assistance Agreements that are developed by department personnel before submittal to Department of State
- Head Export Compliance Reviews with BAE Systems Inc. International Compliance Group

Export Import Coordinator Staff Sr.  
December 2008 to October 2012

### **Export Compliance**

- Empowered Official
- Prepare license and agreement requests for submittal to the Department of State
- Participate in Export Compliance Training for on-site personnel
- Head or assist in Export Compliance Reviews with BAE Systems Inc. Compliance Group
- Review International Purchase Orders prepared by Procurement
- Review International Shipping documentation
- Heavily involved with the Field Service Representatives (FSR) Personnel Protection Equipment hand-carry shipments to Kuwait, Iraq and Afghanistan
- Assist Program Managers, Marketing personnel and engineers concerning export compliance issues
- During the implementation of the Export Management System, developed procedures for the site export compliance personnel for inputting licenses and agreements into the system
- Member of the ECG group working with BAE Systems International Trade Licensing group on EASE issues
- Assist others sites or BAE Systems Export Compliance personnel with EASE issues
- Responsible for review of documents in the Public Release Process or the separate Export Compliance review prior to distribution by Business Developments, Programs, etc.
- Mentor junior staff members and assist wherever needed
- Attend SLT meetings as required when manager unavailable
- Maintain records required by regulations

Tallahassee Technologies, Inc. (Talla-Tech) and Talla-Com Industries – companies under the management control of Elbit Systems of America  
Manager, Security and Technology Control  
May 2005 to December 2008

Supervised two employees

### **Security**

- Implement and manage all aspects of the National Industrial Security Program Operating Manual (NISPOM) and company policies concerning classified information and hardware
- Entered a company which had DSS inspection ratings of low Satisfactory and within two years raised the rating to Commendable
- Provide trainings and briefings on security requirements, procedures to all employees and directors, including a New Hire Security/Export Briefing
- Develop and implement company security procedures for visitors, badge requirements and access control
- Implemented an electronic visitor control system

- Manage the overall Access Control program consisting of various employee badges, temporary, vendor and foreign national badges
- Ensure the Special Security Agreement is being followed – foreign owned company
- Responsible for taking a uncleared company to a cleared status to merge into another cleared company

### **Export Compliance**

- Implemented a denied lists screening program for the company
- Prepared license and agreement requests for submittal to the Department of State
- Established ITAR briefings for all employees
- Assist Program Managers, Marketing personnel and engineers concerning export compliance issues
- Maintain records required by regulations
- Attended classes through the International Import Export Institute which included Understanding the ITAR, Understanding the EAR, Export Documentation and Ethics in Exporting

### **Micro Systems, Inc., Fort Walton Beach, FL**

FSO/Export Compliance/Engineering Support Manager which consisted of Data/Configuration, Security and Export Compliance  
October 1990 - April 2005

Supervised four employees

### **Security**

- Implemented a Security Awareness Program which included intranet site, Security Handbook, and briefings
- Developed security procedures
- Liaison with Defense Security Service Industrial Security Representative
- Maintain accountability and destruction records for all classified material.
- Established and maintain a system for control of visitors which included badging
- Responsible for submitting personnel clearances with EPSQ
- Process visit authorizations
- Provide periodic security training

### **Export Compliance**

- Responsible for the company compliance program
- Prepare license requests to State Department using Ellie program for ITAR shipments
- Prepare commercial invoice and draft Shippers Export Declaration for freight forwarder to complete in AES
- Implemented a denied lists screening program for the company

### **Data and Configuration**

- Reviewed and formatted technical documents for delivery to Government customers
- Coordinated with engineers to ensure timely delivery of technical documents
- Assisted marketing personnel in preparing presentations and proposals
- Responsible for creating and maintaining ISO procedures for configuration and data

- Process Improvement Team facilitator and participant
- Supervised four employees consisting of Data, Configuration (both hardware and software) and the Receptionist
- Established an Engineering Support Department consisting of Configuration, Data, Export and Security
- The Engineering Support Department worked with all areas of the organization including marketing and proposal support

### ***Education***

BS, Computer and Information Systems/Business Emphasis  
Troy State University, Gulf Coast Region, Fort Walton Beach, FL  
Graduate Cum Laude - June 2000

AA, Business Management  
Okaloosa Walton Community College, Niceville, FL  
Graduated December 1997

### ***Professional Organizations***

Society of International Affairs (SIA)