

Denice Martinez

Cell: 562-641-6450 – denicedmartinez@gmail.com

Objective To obtain a remote Trade Compliance Specialist position, by utilizing the valuable skills I have attained through my almost 15-years of Trade Compliance work experience.

Experience **Trade Compliance Specialist** (see page 2)
Parker-Meggitt (Aircraft Braking Systems), Akron, OH
February 2021 – December 2022

Trade Compliance Specialist (see page 2)
Meggitt USA Inc. (MUSA)/Belcan, Simi Valley, CA
February 2020 – May 2020

Trade Compliance Specialist, Empowered Official (see page 2)
Meggitt Orange County Inc./Superior Group, Irvine, CA
April 2014 – January 2020

Global Trade Compliance Specialist (see page 2)
Energia Logistics Ltd. (FKA Sea Launch LLC), Long Beach, CA
March 2011 – April 2014

Resource Coordinator (see page 3)
Sea Launch LLC, Long Beach, CA
August 2005 – August 2009

Trade Compliance Specialist (Parker-Meggitt)

- Provided expertise for export & import activities
- Classified ITAR and EAR controlled products & technical data
- Developed & delivered internal training
- Assisted in processes related to the IMMEX Program
- Created/submitted/maintained BIS licenses for hardware, software, technical data & Foreign Person Employees (FPE)
- Updated/trained FPE on Internal Control Plans (ICP's)
- Provide interpretation & guidance of the ITAR and EAR

Trade Compliance Specialist (Meggitt USA Inc. (MUSA)/Belcan)

- Provided support to the Sr. Export Compliance Mgr & Head, Trade Compliance
- Provided Export Audit support for U.S. Meggitt Sites
- Scheduled & attended Export/Import Audit meetings
- Created & updated CBP ACE Secure Data Portal for U.S. employees
- Generated SAP/GTS Reports for U.S. sites

Trade Compliance Specialist, EO (Meggitt OC Inc./Superior Grp)

- Provided support to Trade Compliance Director (TCD)
- Participated in Site Business Unit Initiatives such as SAP/GTS implementation
- Develop & delivered various types of internal training
- Classified ITAR and EAR controlled products & technical data
- Participated in internal & external audits
- Created/submitted/maintained BIS licenses, TAA's & DOS licenses for hardware, software, technical data & FPE
- Provide interpretation & guidance of the ITAR and EAR
- Updated/trained FPE on ICP's

Global Trade Compliance Specialist (Energia Logistics Ltd.)

- Provided support to the Global Trade CCO/EO
- Created TAA's & licenses for Missions, hardware, technical data & FPE to submit to the DOS
- Developed & delivered internal training
- Created reports using the Master Control System
- Maintained files for TAA's/licenses/training/NDA's/DDTC Registration
- Created annual Brokering Report & submitted to the DDTC
- Created ICP's for licenses, TAA's & Desk instructions for Export processes
- Coordinated Business Travel & generated expense reports

Resource Coordinator (Sea Launch LLC)

- Provided support to the Director of Mission Integration, Sr. Mgr of Systems Engineering, Mission Mgrs & VP Chief Systems Engineer
- Export Control Focal for Mission Integration
- Processed memos & communication with foreign partners & customers
- Coordinated translation of documents
- Coordinated domestic/international travel, processed expense reports
- Created & released desk instructions for administrative processes

Subject Matter Expert Microsoft Office Programs, SAP/GTS, WebEx, Descartes Visual Compliance, CBP ACE Data Portal, OCR EASE, Master Control, Spacelink, DECCS and SNAP-R