

# ANNA D. MIKIEWICZ

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## INTERNATIONAL BUSINESS / NAFTA / EXPORT COMPLIANCE SPECIALIST

**Empowered Corporate Official For Exports.** Accomplished & results-driven with a proven Track Record of improved Export Departments & NAFTA / FTA Programs. Increased Global Sales via Export Mgmt to Global Markets. In depth knowledge of updated U.S. Export Regulations, NAFTA / FTA's, Export Mgmt Programs & Export Documents. Strong analytical research ability to assess complex Export Challenges & pro-actively resolve them 100%. Vendor/Supplier Mgmt, Corporate Global Trade Training. Interacts within all Corporate Levels. Highly detail oriented, organized & focused on accuracy. Self-motivated to work independently or as a Team Member to contribute consistently towards Corporate Goals with positive end results.

## PROFESSIONAL WORK EXPERIENCE

### SHURE INCORPORATED – Customs Compliance & NAFTA Specialist / Export Consultant - **Contract Position**

12/ 2014 – 3/ 2015

Shure Professional Audio Products –Microphones, Wireless Systems, EarPhones & HeadPhones

- Evaluated Shure's BOM (Bills Of Material) against NAFTA Rules Of Origin to determine if Shure Products qualified for NAFTA.
- Persistent followup with Shure Suppliers to collect delayed backup NAFTA's & provided them my guidance to prepare NAFTA's.
- Audited ISF's (International Security Filings) prepared by Brokers (before actual filing) & provided my final approval to Brokers.
- Audited Import Data versus Export Documents for accuracy from Foreign Suppliers per UPS Quantum Daily Audits emails.
- Daily Audits of Import Entry Packets from 2 Brokers: Rim Logistics & Expeditors.
- C-TPAT Country Chart - Researched updated Cargo Risk Data for 33 Countries Per 6 Categories to assess Cargo Vulnerability.
- Audited C-TPAT Supplier Surveys. Reviewed, evaluated and logged results into C-TPAT Supplier DataBase.
- FTZ Warehouse in El Paso, TX – Audited & Re-Calculated 6 months of Monthly FTZ Activity Reports for Admissions & Transfers Data of Shure Products to find discrepancy error(s).
- Extensive Research Performed for Mexico & EU (European Union) Free Trade Agreement & results provided to Shure Mgmt.
- Generated BOM's (Bills Of Material) in SAP & noted SAP Error Codes for any BOM's which did not generate properly.
- Pulled Up Engineering Drawings from SAP Engineering Portal & printed copies for Shure Customs Dept.
- Indirect collaboration with TradeWin on NAFTA Rules Of Origin.
- Translated NAFTA for a Mexico Supplier from Spanish To English for their Exports into the United States.
- Prepared a List Of My Recommendations for Shure Customs Dept, per Shure Management's request.

### ELKAY MANUFACTURING TECHNOLOGY CENTER - NAFTA Program Manager, Broadview, IL – **Contract Position**

8/ 2013 – 3/ 2014

Elkay Stainless Steel Sinks / Plumbing & Cabinets Product Line - Sinks, Faucets, Plumbing, Water Coolers, and Cabinets

- The Elkay NAFTA Program – Re-Organized, Improved & Managed. Quality, Improvement & 100% Accuracy. Audits & RecordKeeping.
- Standardized NAFTA System - Developed for The Elkay NAFTA Program. Created a Step By Step Procedures Binder as a Directive.
- Solicited NAFTA & Certificate Of Origin Forms - HS Tariff & ECCN Codes, Country Of Origin, & Export Data from Elkay Suppliers.
- Audited all Elkay Supplier NAFTA's & HS Tariff Codes & ECCN Codes, plus all Supplier P/N's per NAFTA's received for 2013 & 2014.
- Vendor/Supplier Management – Supported Vast Network of 100's of Elkay Suppliers For Elkay Plumbing & Cabinet Products.
- Customized Emails For Elkay Suppliers - Prepared to obtain NAFTA & Export Data amendments needed from Suppliers.
- Elkay NAFTA Supplier Contacts DataBase – Performed extensive detailed updates for 100's of Elkay Suppliers.
- Key Elkay Supplier Liason for Elkay NAFTA Program – provided daily guidance & assistance to Elkay Suppliers.
- Daily Followup – Contacted Elkay Suppliers for missing NAFTA's, HS Tariff & ECCN Codes, Export related Data + Amendments.
- NAFTA & Export Data Amendments – Set new precedence for Elkay Suppliers to focus & reach 100% Accuracy.
- Elkay Supplier NAFTA & Export Data – Monitored for any changes from Year 2013 to 2014.
- Elkay Export Database - Entered new Supplier NAFTA & Export Data. Corrected HS Tariff Codes & Country Of Origin Data. Verified accuracy of all Supplier NAFTA & Export related Data. Oracle Data corrections for Country of Origin.
- NAFTA Evaluations & Rules Of Origin – Performed for Elkay BOM's (Bills Of Material) to analyze if Elkay Products qualified for NAFTA.
- McMaster Carr Automated System - Setup to automate & streamline MMC NAFTA's & Certificates Of Origin per each Elkay P.O.
- Elkay NAFTA & Export Data Records - Maintained on Computer + printed Hard Copies in Binders. Ensured 100% accuracy of all final NAFTA & Export Data received from Elkay Suppliers.

### JDC INTERNATIONAL (Customs Imports Broker) - *International Customs Imports Specialist*, Elk Grove Village, IL

6/ 2012 – 5/ 2013

JDC Owned By SIRVA Corporate Relocation Services / WorldWide Territory

SIRVA Move Management, Allied International, Allied Van Lines, Allied PickFords & North American Van Lines

- WorldWide FCL & LCL Container Imports of Personal Effects & Household Goods from all Continents, plus Caribbean, Puerto Rico & Hawaii for Corporate Relocations. Maintained high level of Confidentiality Security to protect Confidential & Personal Importer Data.
- Customs Brokerage - Processed entire Importer Relocations from A to Z, including Exams, Trucker Dispatch & Corporate Billing.
- Vacis Exams & Intensive Exams – Transfer of Imported Containers to Exam Sites. Interfaced with SteamShip Lines for Arrival Notices, Ocean Bills of Lading, Container Releases, PickUp Numbers, and Last Free Days.
- Daily Interface with SIRVA Intl Coordinators, U.S. Customs, Freight Forwarders, CBP, Brokers, Freight Consolidators, SteamShip Lines, Warehouses, Terminals, Railyards & Truckers. All Fees Paid per Import.
- New Importer File Initiations – AIR & OCEAN – Organized & proofread all data on Importer Customs Documents for International Corporate Relocations. Reviewed & edited for any missing Importer Data or corrections needed. Followed up to obtain missing & accurate data. Importer SpreadSheet – Maintained to track all Importer Files Data.
- Customs Entry For Imports: Prepared Proforma Invoices & Customs Entry Forms: 7501 & 3461 for both OCEAN & AIR Shipments. RLF (Remote Location Filings) via ABI (Automated Broker Interface) & Customs Entry Packets for both Chicago Imports & U.S. Customs at various U.S. Ports. Power Of Attorney Authority granted by JDC International.
- CBP (Customs & Border Protection) - expedited Container moves for Intensive Exams + Customs Entry Packets.
- Extensive Imports Training received to learn entire Imports Process, including Cargo Dispatching & Corporate Billing for AIR & OCEAN. Primarily focused on OCEAN Shipments for Custom Entry, Exams, Dispatch & Corporate Billing.
- Collaborated with over 105 SIRVA International Relocation Consultants to process International Importer Relocations from World-Wide locations. Followup work to obtain necessary Customs Importer Forms & Data. Resolved Problems to prevent delays and/or Storage Charges.

**N.A.E.R. (NAFTA & EXPORT RESCUE) - Export Consultant / Self - Employed Independent Contractor, Palatine IL**

**6/2007 – 6/2012**

**PROJECT #1:** Customized Export Program prepared for **Chrysler** to Export Automotive Diagnostic Products into **104** total Countries.

**PROJECT #2:** Financial Services Industry - Export Consultant for USA based Company with 2 Foreign Clients in Belize & Panama. Researched International Trade Agreements, USA Treaties, Foreign Relations for United States/Belize/Panama to seek specific text within International Country Agreements / Laws to seek parameters which allow 2 Foreign Firms to market Financial Services to United States Consumers via the Internet. Provided viable resources for 2 Clients to present to Belize & Panama Government. Interfaced with US Dept of State, US Commerce Dept, US Trade Representative (USTR), USA Based Embassies & Consulates, United Nations, World Trade Organization, CIA (WorldFact Book & Country Data), USA International Trade Organization, USA Treasury Dept (International Trade Division), and Caricom.

**ELGIN SWEEPER - International & Domestic Logistics Manager, Elgin IL – Contract Position**

**7/2011 – 11/2011**

**A Federal Signal Subsidiary / ESG Group: Elgin Sweeper, Vactor / Guzzler, JetStream, FS Solutions, FS Depot**

**Export Countries: Russia, UAE, Beirut Lebanon, Israel, Egypt, Saudi Arabia, Mexico, Canada, Doha Qatar ,Ecuador, China, Panama, Chile, Brazil, Oman, Port of Spain (Trinidad & Tobago), Pakistan, Argentina**

- International Exports & Compliance – Successfully prepared & managed Export Documents, NAFTA, Israel FTA, & Export Records.
- International Imports & Exports - Monitored to ensure Export Compliance & delivery. Resolved any issues or unforeseen delays.
- Domestic & International Issues - Worked direct & indirect with 6 total ESG Group Companies.
- Master Carrier List SpreadSheet – Created to organize Carriers & Accounts for ESG Group, FS Tech & SSG Group Companies.
- JetStream Project - Organized Export Requirements Plan & Ocean Export Rate Quotes for IFAT Show in Munich, Germany.
- International Import Barriers - Resolved complex Supplier Cargo return issues for FS Depot with Canadian Suppliers.
- Livingston International / Customs Broker – Interfaced for Canadian Imports problems.
- Logistics Companies, Freight Forwarders, Regional Sales & International Sales Manager – Daily interface on Export/Import issues.
- Damaged Cargo Issues – Researched & provided alternative Carrier choices to ESG Group Co's affected by Damaged Cargo Claims.
- LTL Trade Lanes - Provided new LTL Carrier Resources to FS Depot for any Trade Lanes not covered by 2 existing LTL Carriers.
- Demo Unit Export – Successfully exported Demo Unit into Canada per work with Canadian Dealer, Carrier & Customs Borders.
- Production Report – Maintained Report weekly for Intl Exports for Weekly Production Meetings to keep Production & Warehouse Personnel informed on details for pending Intl Sales: Incoterms, Payment Terms, Vessel Sailing / Booking information, etc.
- Vessel Sailing Dates & Bookings – Obtained for all pending Intl Exports, plus revisions as needed due to Production / Mfg delays.
- Domestic USA Carrier / Logistics – Pro-active support to FS Solutions for 6 U.S. Locations – setup, billing, improved Contracts.
- Cargo Insurance Policy - Researched external resources for CIP to cover incidentals not typically covered by Freight Carriers.
- Federal Signal Corporate Contracts - Incorporated other ESG Group Companies into FSCC to obtain improved LTL Rates.
- RateLinx and Carrier Invoices – Actively resolved complex Carrier Billing Problems with RateLinx for past due & short-paid Invoices, assisted new Carriers to get setup with RateLinx, resolved Emergency Account Holds to release Cargo & get Carrier Bills paid to date.

**ANIXTER INTERNATIONAL – National NAFTA Program Mgr & Export Compliance Specialist, Glenview IL**

**1/2005 – 6/2007**

**A Fortune 500 Global Industrial Distributor of Enterprise Wire & Cable Systems / Security Systems**

**NAFTA Program Manager** – Managed Anixter NAFTA Program & supported vast Vendor Network (over 800). Enforced NAFTA & Export Compliance. Prepared all NAFTAs, NAFTA Affidavits, Certificates of Origin, Manufacturer Affidavits on behalf of Anixter. Audited all NAFTA / Export Forms / Export Data from Vendors. Key NAFTA Guide & Support to Vendors to maintain 100% accuracy. Diligent follow-up w/Non-Responsive Vendors. Resolved Export Issues 100%. Designed NAFTA Affidavit Form with Anixter Legal Dept. Attended NAFTA & MicroSoft Access Seminars. Microsoft Access Export Databases & Excel Export Data Spreadsheets. Maintained all NAFTA & Export Records on behalf of Anixter.

- Kept abreast of new changes in Export Compliance Regulations & enforced them internally/externally with Anixter Vendors.
- Extensive research/implementation of other Global Free Trade Agreements (FTA): NAFTA, CAFTA-DR, Chile, Australia, and Israel FTA.
- Technical Product Analysis of Vendor Products – Assisted Vendors to assign accurate HS Tariff / ECCN / Schedule B Codes & prepare NAFTA Forms.

**BARILLA AMERICA - International Legalizations For New Export Markets, Bannockburn IL – Contract Position** **11/ 2004 – 1/ 2005**

Established Legal Export Authority and new International presence in 9 Central American Countries via International Exports Legalization Process. Performed research & worked via direct contact with US and Washington DC Embassies, Consulates, Depts of Agriculture. Legal Licenses & Certificates of Free Sale. CENTRAL AMERICA COUNTRIES: Panama, Guatemala, Costa Rica, Honduras, El Salvador, Dominican Republic, Trinidad, Philippines, and Nicaragua. Periodic interface with Barilla Legal Counsel.

**JST CORPORATION – International Exports Account Manager, Waukegan IL** **3/ 2000 – 10/ 2004**

Export Account Manager for South America/Brazil/Argentina/Mexico Clients. Top Notch Customer Service Job performance directly contributed to 50% Global Market Growth. Daily Export & International Bank Documents, Inventory Levels, Urgent Product Expedites. Implemented Client Contracts / JST Export Manuals. Collaborated daily with Clients & JST Team Members. Streamlined & Organized Export Processes, Managed Brokers & Freight Forwarders. Prepared Cargo for pick up & completed all Data Entry & Export Paperwork. Elected as JST Corrective Action Team Member. Obtained Motorola Motiss Certification (MMC) & trained co-workers on entire Motorola Motiss process.

**CLAIRE'S BOUTIQUES INC / CORPORATE - International Exports Compliance, Hoffmann Estates IL – Contract Position** **2/ 2000 – 3/ 2000**

Claire's Product Exports to 7 Countries: Japan, Canada, UK, Austria, Switzerland, France, Puerto Rico, & Virgin Islands + Hazardous Products.

**MITSUBISHI MACHINE TOOLS USA, INC. – Export Manager, Itasca IL** **8/ 1997 – 5/ 1999**

Appointed Export Manager & Empowered Corporate Official for MMT. Newly created the MMT Export Department from ground zero. Organized & managed entire MMT Export Department & Export Licenses. Enforced US Export Administration Regulations (EAR) for Export Licenses with various Personnel & Depts at MMT. Managed all MMT Export Licenses: Re-evaluated entire MMT Product Line for Export Licenses, Technical Product Evaluations, Export License Applications, Monitored Export Licenses Status, & Audits. Retained Export Records & Documented Progress. Collaborated with U.S. Dept Of Commerce & Bureau Of Industry & Security (BIS). Expertly completed 1.5 year **Voluntary Disclosure Project** to US Dept of Commerce with MMT Attorneys (Washington, DC) to reconcile past 7 year MMT Export History. Saved MMT excess of \$250,000 in potential Customs Penalties. Executed & Managed Duty Drawback Program. Attended 2 Day Export Controls Seminar in Washington D.C.

## EDUCATION

**BACHELOR OF SCIENCE, MARKETING - Elmhurst College, Elmhurst, IL 1982**

## COMPUTER SKILLS

Microsoft Office \* Oracle \* SAP-GTS \* AS 400 \* UPS Supply Chain Solutions Flex Global View \* JP Morgan Chase Vastera TradeSphere (Global Trade Mgmt) \* ABI (Automatic Broker Interface) For Imports \* Corporate Export Websites \* Custom Corporate Programs \* Global Trade Systems (GTS)

## INTERNATIONAL TRADE SEMINARS

Bureau Of Industry & Security (BIS) & US Dept Of Commerce Export Controls Seminars - Washington, D.C. and Chicago

NAFTA Seminars - Chicago, IL

MicroSoft Access 2 Day Seminar - Rosemont, IL

Motorola Motiss Certification – Chicago, IL

## HONORS, ASSOCIATIONS, & RECOGNITION

### CAREER BIOGRAPHY PUBLISHED

**Marquis Who's Who \*\* American Biographical Institute (ABI) \*\* Sterling International Who's Who List**

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## MARQUIS WHO'S WHO

Who's Who of American Women \*\* Who's Who in the World \*\* Who's Who of Finance & Industry \*\* Who's Who in Advertising \*\*

**AMERICAN BIOGRAPHICAL INSTITUTE (ABI)**

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500 Notable Women, International Edition \*\* Five Thousand Personalities of the World \*\* 2,000 Notable America Women \*\* Woman of the Year \*\* The International Who's Who of Professional Business Women **HALL OF FAME** (International Centre, Cambridge, England) \*\* 500 Leaders of Influence \*\* International Cultural Diploma of Honor \*\* Leading Intellectuals of the World / Millennium Edition

**STERLING INTERNATIONAL WHO'S WHO LIST  
WHO'S WHO OF PROFESSIONALS AND EXECUTIVES**

**MEMBERSHIPS**

The Chicago Council on Foreign Relations  
The Greater Chicago International Trade Association  
The National Association of Female Executives (NAFE)  
The National Association Of Professional Women (NAPW)

**HONOR SOCIETIES**

National Honor Society  
National Spanish Honorary Society