

ANNA D. MIKIEWICZ

1432 Carol Court #3B • Palatine, IL 60074 • 847.255.7981 • adm2003@comcast.net

LINKED IN PROFILE: <http://www.linkedin.com/in/annadmikiewicz>

International Business / NAFTA / Export Compliance Professional

KEY CAREER ACHIEVEMENTS

International Nafta / Free Trade Agreements & Export Compliance Specialist

Nafta Program Manager / Export Compliance Manager

International Account Manager For Mexico & South America Markets: Brazil & Argentina

**Resolved a 1.5 Year Voluntary Disclosure Project For A Major OEM With The US Dept of Commerce
Legalized Entry Into 9 New Export Markets In Central America & The Caribbean For A Major Food Mfg Co**

A results-driven, dedicated International Business / Export Compliance Specialist. In depth knowledge of NAFTA / US Export Regulations. Updated on current US Export Regulations & Laws. Proven track record of increased sales derived from exports to foreign markets. Strong research and analytical capabilities to assess export requirements. Skilled in established productive relationships with Clients / Customs Officials / Freight Forwarders to resolve Cross Border Export Issues related to Export Compliance, NAFTA, Export Documents, Customs delays. Experience and skills applicable to a variety of products and industries. Recognized for customer focus/pro-active attitude. Self-taught, industrious, works independently or as part of team effort. Corporate goals/tasks met and exceeded. Fluent in English, Polish and Spanish.

- ✓ Export Administration Regulations (E.A.R.)
- ✓ NAFTA & Free Trade Agreements
- ✓ HS Tariff Codes & Export Licenses
- ✓ Export Compliance Programs
- ✓ Technical Products Aptitude
- ✓ Crisis Management: Effective Problem Analysis and Resolutions
- ✓ Supplier Relations: Corporate, Customs, Vendor, Supplier
- ✓ Procedure / Process Improvements Oriented
- ✓ Government Agency Interface/Relations
- ✓ Voluntary Disclosures to US Dept of Commerce

PROFESSIONAL WORK EXPERIENCE

N.A.E.R. (NAFTA & EXPORT RESCUE) ~ *Consultant / Independent Contractor, Palatine IL*

6 / 2007 ~ PRESENT

Interim Independent Contractor

Prior Project: Export Consultant for 2 Foreign Clients in Belize & Panama involved in Financial Services Industry. Researched International Trade Agreements, 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, US Based Embassies & Consulates, United Nations, World Trade Organization, CIA (WorldFact Book & Country Data), US International Trade Organization, US Treasury Dept / International Trade, Caricom.

Current Project: Full Export Foundational Program preparation for Chrysler Exports into 104 Countries for 23 Products.

EUGENE HOLLAND & ASSOCIATES ~ *Legal Depositions / Transcriptions, Schaumburg IL*

2 / 2008 ~ 5 / 2008

Interim Temp Assignment

Transcribed Legal Depositions in order to meet deadlines for upcoming Court Cases which required Expert Witnesses, for a well recognized ChicagoLand Architectural & Engineering Firm.

ANIXTER INTERNATIONAL - *International NAFTA & Export Compliance Specialist, Glenview IL*

1 / 2005 ~ 6 / 2007

NAFTA Program Manager / Export Compliance Specialist to International Transactions Dept. Supported vast supplier network for a global industrial distributor of enterprise cable systems / security systems. Managed & prepared all Naftas / Nafta Affidavits, Certificates of Origin, manufacturer affidavits for Anixter USA & Global customers. Liased with over 800 Anixter suppliers / customers for NAFTA / Export Compliance. Resolved export compliance issues, worked independently effectively, with periodic interface with various internal departments, including legal. NAFTA Seminars attended for updates.

- Established & organized NAFTA Program. Created NAFTA and export records. Kept abreast of new changes in compliance regulations. Enforced any NAFTA / Export Regulation changes internally and with vast suppliers / customers base.
- Extensive research/implementation of Global Free Trade Agreements (FTA): NAFTA, CAFTA-DR, Chile, Australia, and Israel FTA. Technical product analysis; assigned ECCN/HS Tariff Codes / Schedule B Codes. Supplier NAFTA corrections.
- Guided vast Anixter Supplier Network for correct preparation of NAFTA / Export Documents to comply with US Export Regulations. Monitored and provided assistance to correct Vendor Naftas / Export Documents, including HS Tariff / ECCN codes. Overcame export compliance challenges. Followed up with non-responsive Vendors to assist them to prepare Naftas.

- Helped coworkers obtain export data needed from unresponsive Suppliers. Managed internal/external data submissions. Overcame product export barriers to export products via cross border in a quicker, more efficient manner.

Anna D. Mikiewicz, Page Two

BARILLA AMERICA / CORPORATE ~ International Exports Legalizations, Bannockburn IL

11 /2004 – 1 /2005

Interim Temp Assignment

Established for Barilla Legal Export Authority and a new International presence in 9 Countries via International 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 SALES AMERICA INC. – International Exports Account Manager, Waukegan IL

3 /2000- 10 /2004

JST USA liaison for South America/Brazil/Argentina/Mexico Exports. Job performance directly contributed to 50% market growth. Effectively executed Inside Sales and Export Tasks for incoming Global Market Sales. Daily preparation of Export and International Banking documents. Implemented Client Contracts / JST Export Manuals.

- Collaborated daily with Brazilian Staff and South American clients. Established streamlined processes to organize / monitor/ execute exports, freight, price quotes, expedites, price lists, sample requests, forecasts, and shipment consolidation charts.
- Interfaced externally with Clients, Freight Forwarders, Customs Brokers from multiple firms and internally with JST Operations to manage International Business. Registered parts, expedited emergency air freights to meet client product demands, issued purchase orders to global affiliates, problem trouble-shooting and effective resolutions.
- Implemented ISO 9001 Quality Control Certification Compliance Requirements~improved efficiency of daily tasks and improved goals met. Created Brazil Master Manual as Desk Reference to adhere to QC 9001 regulations. Adopted by JST Management to use as example for coworkers usage.
- Selected as a JST Corrective Action Team Member for The Quality Control Division. Evaluated problematic obstacles encountered. Implemented focused, pro-active processes / solutions which improved daily department functions and goals.
- Obtained Motorola Motiss Certification. Setup, executed, trained JST Employees for Motorola Motiss Training Program.

CLAIRE'S BOUTIQUES INC / CORPORATE ~ International Exports Compliance, Hoffmann Estates IL

2 /2000 – 3 /2000

Interim Temp Assignment

Worked with Claire's Product Exports to 7 Countries: Japan, Canada, UK, Austria, Switzerland, France, Puerto Rico, & Virgin Islands. Acquired increased diversified International Business experience working with Int'l Exports, Export Documents & Global Marketing. Hazardous Material Shipments.

MITSUBISHI MACHINE TOOLS USA, INC. – Export Compliance Manager, Itasca IL

8 /1997- 5 /1999

Newly established MMT Export Compliance Department. Enforced correct US Export Administration Regulations (EAR), BIS, Department of Commerce, CBP Rules / Regulations for machine tools/parts. Saved MMT in excess of \$250,000 in potential penalty charges from The US Department of Commerce for historic export violations, prior to my Employment with MMT.

- 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. Interfaced with Government Agencies, MMT Management, MMT Executives.
- Introduced NAFTA research/export strategy to MMT Executives for Mexico Market, including Export and Customs Laws.
- Technical Product analysis for Export Licenses, ECCN / HS Tariff Codes for entire MMT product line. Applied, successfully obtained Export Licenses. Facilitated, corrected, and improved MMT International Exports with added speed/efficiency.
- Implemented Domestic and International Marketing Programs in partnership with external Distributors and internal Corporate Staff to achieve sales and profit objectives to meet projected goals.
- Resolved Technical, Pricing, Sales and Product Availability issues via applied analytical and problem solving skills in cooperation with Executives, Managers, Regional Sales Managers, and Sales Engineers.

EDUCATION

Bachelor of Science, Marketing / Elmhurst College, Elmhurst, IL

COMPUTER SKILLS

Microsoft Office * Internet * Oracle* Apple Macintosh * BPCS * JP Morgan Chase Vastera TradeSphere * International Export Websites * Customized Corporate Computer Programs * WordStar * PFS Write * ACT * Alpha-4 * PushButton Works*AES Direct

INTERNATIONAL TRADE SEMINARS

US Dept Of Commerce Export Controls / Washington, D.C. / Chicago * Nafta / Chicago, IL * MicroSoft Access / Rosemont, IL

PROFESSIONAL AFFILIATIONS / MEMBERSHIPS

Marquis Who's Who Of American Women * Who's Who In the World * Who's Who Of Emerging Leaders * American Biographical Institute (ABI) * Sterling International Who's Who List * Society of Industry Leaders * Board of Directors Member,

Long Valley Condominiums * The Chicago Council on Foreign Relations * The Greater Chicago Intl Trade Association * National Association of Female Executives (NAFE) * Gerson Lehrman Group* The Donald Trump Network* Cambridge Who's Who Among Executives, Professionals and Entrepreneurs

SALARY - NEGOTIABLE