

# KATIE M. HAWKINS

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## CAREER SUMMARY

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I have received both certifications for Certified US Export Compliance Officer (CUSECO) and Empowered Official from the International Import/Export Institute (IIEI); I have worked within various departments of the company to learn from each, so I could do a better job for the Export Department. From beginning to end of each job our Export Department was involved. My main goal was to keep the company compliant with the Laws and Regulations for Exporting.

## EMPLOYMENT

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2000 – 2008                      Comtech Systems Inc.                      Orlando, FL

### *Import/Export Manager*

- Supervise administrative staff;
- Obtain from the Operations Dept (estimates either from internal or from outside Vendors) and provided these Quotes for new and repaired equipment to the customers; also provided Return Material Authorizations (RMA's) to the Customers so they could return their equipment for repair / replacement;
- Assist customers with various customer service requirements; i.e. working with Engineering Dept on questions the customer asked; export / import requirements for their equipment;
- Assign & Supervise the open jobs to completion;
- Provided Assistance to (PMO) Program Management Department; i.e. completing the Sales Orders for new Purchase Orders or Contracts, also the Packing Lists, Shipping/Receiving documents, Invoice Customers and assist with collection calls when necessary; working with Program Management Office for any change in the requirements of the Purchase Order or Contract
- Coordinate with Engineering and R&D Departments to ensure Export Compliance within the company; (i.e. review all equipment for the Export Control Classification Number (ECCN); Schedule B No.'s and if any License requirement or restriction)
- Assist Contracts Dept. with the Technical Assistance Agreements (TAA's); worked with new Contracts, setting up the jobs and coordinating with the Operations Dept and Program Management (PMO) on any requirements regarding delivery schedule
- Submit License Applications to Dept. of State and Dept. of Commerce; submit Commodity Jurisdiction Requests and/or Classifications; Technical Assistance Agreements (TAA's); maintained all logs & documents for the Import/Export Dept.
- Review and complete Export Required documents; handled all shipping arrangements

1998 - 2000 Winter Park Police Department Winter Park, FL  
*Senior Property / Evidence Clerk*

- Maintained Property / Evidence Section (completed an Instruction Manual for the Officer's on how to handle Incoming/Outgoing Evidence)
- Processed in-coming Evidence
- Supplied Officers with requested Material
- Answered Phones and assisted customers

1988 -1997 Comtech Systems Inc. St. Cloud, FL  
*Administrative Secretary*

- Purchased / Maintained inventory of all office supplies and equipment;
- Assisted Human Resources Department;
- Answered multi-line phones;
- Provided Quotations; RMA's; Sales Orders; Manuals; Invoicing; Collections; Shipping and also worked with the Marketing Dept.
- Assisted Customers

## EDUCATION

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1998 Department of Education Kissimmee, FL  
High School Diploma

2005 / 2006 The International Import-Export Institute (IIEI) (Online  
Classes) Phoenix, AZ

Maintained a G.P.A. of 4.0

## CERTIFICATIONS

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Aug 2005 Understanding EAR (Export Administration Regulations)

Oct 2005 Understanding ITAR (International Traffic in Arms  
Regulations)

Nov 2005 Documentation for U.S. Export Compliance

Nov 2005 Certified U.S. Export Compliance Officer

Dec 2005 Ethics in Trade Compliance

Nov 2006 Orientation for Empowered Official

## REFERENCES

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Will provide upon request