

# Jonathon Kirkham

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**Profile:** Early Career Product and Trade Compliance Professional and future Licensed Customs Broker eager to expand his horizons and to find an increased role in a company needing top tier work for their trade compliance and import/export needs. Open to relocation anywhere in the U.S.

## Summary of Skills:

REACH and RoHS Subject Matter Expert	Public Speaking
Microsoft Office Suite	SAP
Harmonized Tariff System Familiarity	Silicon Expert
Trade Compliance Knowledge (CFR 19)	Assent Compliance Software
Customs Broker License Application in progress	Research (Legal and General)

## Professional Work Experience

### Kimball Electronics, Jasper IN

Product Compliance Analyst (November 2020 to Present)

Corporate Product and Regulatory Compliance Assistant (August 2018 to November 2020)

- Perform audits of Kimball Electronics products to ensure compliance with REACH, RoHS, California Proposition 65, EU MDR and other regulatory compliance information.
- Perform due diligence as a part of Kimball Electronics Conflict Minerals program and resolving red flagged and OFAC smelter issues with vendors.
- Review documentation from vendors to ensure accuracy, including full material data sheets. Provide guidance to vendors of proper methods of determining compliance.
- Developed a method to streamline reporting of the compliance status of our products, allowing for Kimball to reduce the use of a costly third party.
- Perform regular audits to ensure compliance with OFAC regulations across the entirety of Kimball Electronics..
- Implemented a variety of process improvements and techniques for my department to increase day to day efficiency and to reduce workload.
- Act as a company resource of REACH and RoHS changes and other compliance updates. Also acted as a resource for the Philips Regulated Substance requirements.
- Created internal educational resources for trade compliance and related record keeping requirements.
- Work with multiple stakeholders, often internationally, to ensure other product compliance and trade compliance needs were met. Remain adaptable to ever changing rules, regulations and policies to meet these needs.
- Title was updated to Product Compliance Analyst in November 2020 after review of responsibilities and contributions to the department.

### Erwin Martinkus & Cole Ltd, Champaign, IL

Assistant to Jeffery Wampler, Partner. (August 2013 to August 2018)

- Prepare legal and other documents for corporate and real estate clients, including but not limited to contracts, leases, annual reports, corporate minutes, research requests, contract analysis, deeds, and correspondence.
- Monitor that corporate and non-profit clients remain in good standing with the State of Illinois and other registered states. Resolve issues with compliance as they arise.
- Perform legal research and other tasks for attorneys and clients. Areas included corporate, traffic, criminal, real estate, family law, estate planning, personal injury, immigration, and other subject matter as assigned.
- Prepare and oversee real estate transactions, both commercial and residential for Wampler Property Management and other clients.
- Prepare new client files, checking for conflicts and processing fees and monthly billing. Main point of contact for client questions and scheduling of meetings.
- Assist in bookkeeping and marketing for Wampler Property Management, including operating and editing the company website and social media accounts.
- Manage the Erwin Martinkus & Cole office FedEx and UPS accounts. Resolve delivery issues firmwide.
- Assist in various office duties, including bookkeeping, filing and record keeping, receptionist duties, data entry, employee training and other duties as assigned. Regularly called upon to resolve IT questions.
- Manage day to day affairs of Jeffery Wampler. Including monitoring personal finances, travel arrangements and other projects to manage as assigned.

## Education

### Illinois College

Jacksonville, IL - August 2009-May 2013

- Bachelor of the Arts - Political Science and International Studies.: