

JANINE MULDER

Windsor, CT 06095

860-906-4229

jem6891@gmail.com

SR. GLOBAL TRADE MANAGER

Experienced Trade Manager with a demonstrated history of accomplishment working in diverse business areas and functional units. Solid expertise in international business and trade compliance. Achievement-driven business development professional with strong cross-functional team leadership, auditing, project management, export compliance, and training skills.

AWARDS AND RECOGNITION**Henkel:**

- Certificate for Excellent Work, 2018
- WOW Award for Excellence and Dedication in SAP Training, 2018
- Certificate of Recognition for Excellence in Acquisition Integration, 2016
- Recognition Award, Key Customer Project, 2016, 2014
- Excellence Award for Customer Service, 2013
- WOW Award in Recognition of Excellent Customer Service, 2013

CORE SKILLS

- | | | |
|--------------------------|-------------------------|-------------------------------|
| • International Business | • Export Regulations | • Government Interfacing |
| • Customer Service | • Licensing (ITAR, EAR) | • Mergers & Acquisitions |
| • FTA Processes | • Tariff and ECCN | • Auditing |
| • Training | Classifications | • Trade Support Documentation |
| • AES Processes | • SAP Systems | (MA, COO, AALA, BUYAM) |
| • Project Management | • Exporting Documents | • Process Improvements |
| | • Technology Controls | |

PROFESSIONAL EXPERIENCE**2021- 2022****KAMAN DISTRIBUTION GROUP****Senior Global Trade Manager**

- Department head responsible for hiring and training team members
- Wrote and established processes and procedures
- Oversaw international purchasing and accounts payable
- Initiated and directed streamlining and automation projects
- Responsible for yearly goals and performance evaluation
- Created yearly department budgeting

2020

CABELA'S

Club Outfitter

- Acquired and activated new members.
- Provided superior customer service and regulatory compliance.
- Responsible for processing payments, applications, and providing assistance with account questions and issues.

2011 – 2019

HENKEL CORPORATION

GLOBAL TRADE MANAGER, NA

Henkel operates worldwide with leading innovations, brands and technologies in three business areas: Adhesive Technologies, Beauty Care and Laundry & Home Care.

- Co-lead testing and master data classifications for successful merge of 7+ acquisitions in 2 years.
- Trained 100+ employees on trade compliance and its organizational impacts.
- Designed and implemented multiple system tools to facilitate automation processes.
- Provide regular shipment reviews, tariff & ECCN classifications, and licensing (ITAR & EAR).
- Perform audits, acquisition merges, and system upgrades for project management success.
- Systems expert.
- Lead Trainer.

SENIOR GLOBAL TRADE ANALYST

- Managed FTA processes.
- Performed shipment reviews, tariff & ECCN classifications, licensing (ITAR & EAR), audits, acquisition merges, and system upgrades.

GLOBAL TRADE ANALYST

- Received, analyzed, and processed NAFTA documentation from all vendors.
- Created NAFTA certificates for materials supplied to international and domestic customers.
- Set up AES data for product transportation companies contracted by corporation.
- Audited Custom Brokers invoices.
- Prepared AALA certificates and manufacturer affidavits.
- Worked in SAP systems to maintain all global trade data.

2009 - 2011

HENKEL CORPORATION

Contract Work through All Source and Spherion

Administrative Assistant, Tax Department

- Collected and analyzed legal tax exemption status of 3,000+ customers.

- Consulted with customers regarding state requirements for completion of tax-exempt forms.
- Worked with state auditors and prepared and submitted corporate state registration forms.

Administrative Assistant, Sales Accounting Department

- Processed reorganization of sales regions and assignment of clientele to sales representatives.
- Set-up and organized accounting, sales, and client files and new client accounts.

Administrative Assistant, Human Resource Department

- Assisted HR Manager with creation of confidentiality agreement packages for 2,000+ employees.
- Oversaw compliance with agreement requirements.
- Coordinated with regional and plant managers to complete and update employee records.
- Created tracking spreadsheets and set up mail-merge files.

Administrative Assistant, Global Trade Department

- Received, analyzed, and processed NAFTA documentation from all vendors.
- Created NAFTA certificates for materials supplied to international and domestic customers.

2000 - 2009

PIONEER OPTICS

Technician

- Assembled fiber optic medical equipment and lenses
- Quality control for medical devices
- Daily operation of stereoscopes and YAG lasers

MULDER HOME SERVICES

Owner/Operator

- Oversaw all operational matters for home cleaning and organizing service.
- Effectively managed customer relations, invoicing, billing, assessments, and estimates.
- Developed custom organizing procedures and provided guidance to clients on space saving devices and systems.

EDUCATION

Diploma, Electronics Technician

PENN FOSTER CAREER SCHOOL, Scranton, PA - 2007

Associate in Administrative Management

EXCELSIOR COLLEGE, Albany, NY – 2021

PROFESSIONAL DEVELOPMENT

International Trade Export Licensing & Compliance Conference

Resume of Janine Mulder

Certificate of Attendance, Society of International Affairs (SIA)

NAFTA Rules of Origin

Certificate of Attendance (webinar), Global Training Center

BIS UPDATE Conference

Department of Commerce's Bureau of Industry & Security

ICPA conference

International Compliance Professional Association

Henkel Leadership Training

COMPUTER / TECHNICAL SKILLS

- MAC & PC
- Microsoft Office Suite
- Google Suite
- Microsoft Teams
- Zoom
- Power BI
- Notebook
- OneNote
- ImageMaster
- SharePoint
- Lotus Notes
- Outlook
- Yammer
- Social Media
- Skype

COMMUNITY / VOLUNTEERISM

- Helping Hands, Member, 4-year appointment
- Our Heroes Fund, Events Volunteer, 4-years
- Habitat for Humanity, Volunteer, construction project
- Science Center of Connecticut~The Children's Museum, Animal Curator's Assistant, 1-year