

# HOLLI BURT

330-554-8727 • hburt12@yahoo.com • Adair, OK 74330

## RESUME SUMMARY

Experienced in various aspects of regulatory compliance including product safety, international trade compliance, and occupational safety.

## EXPERIENCE

March 2021 – Present, Step2 Discovery – Backyard Discovery, Pittsburg KS (Hybrid)

### **Director of Compliance (August 2023 – Present)**

- Incident reporting program – Develop new incident reporting program and procedures for traceability resulting an effective and efficient process for all parties involved
- Oversee international trade compliance
- Review and implement new testing procedures and protocols for both existing and new products to ensure most up to date compliance requirements are applied
- Work with legal teams and attorneys in all compliance matters, as needed

### **Compliance Manager (December 2022 – August 2023)**

- Develop and implement international trade compliance program – Import and export compliance; ECCN, Harmonized Tariff Schedule (HTS), and Schedule B classification determination; Free Trade Agreement eligibility determination; Maintain and review commercial shipping documents, create export shipping documents; Denied Party Screening; Set-up customs brokers and maintain functional relationships; Implemented and maintaining duty drawback for applicable shipments
- Contract management - Development and maintain contract repository; Review contracts and terms of agreements and named parties
- Product safety compliance - Ensure product compliance to applicable regulatory and voluntary requirements both domestically and internationally; Product test report repository; General Certificates of Conformity, Declarations of Conformity, Children's Product Certificates; In-house product testing; Work with accredited third-party testing laboratories on product compliance

### **Trade Compliance Specialist (March 2021 – December 2022)**

- Review and maintain shipping documents; work with customs brokers; determine product HTS classifications; research applicable product requirements and implement regulatory compliance as necessary; maintain knowledge on Free Trade Agreements

December 2016 – August 2021, Step2 Discovery – Step2, Streetsboro, OH

### **Product Safety Laboratory Technician**

- Involved in product development and design to implement compliant designs from product kick-off through manufacturing to promote product safety compliance
- Perform physical and mechanical tests on products for worldwide regulatory compliance and created product reports; ASTM, EN, ISO
- Assisted with ISO 17025 laboratory accreditation
- X-Ray Florescence (XRF) incoming samples for chemical content in addition Instron dynamic strength, impact testing and various other testing procedures and protocols in relation to plastic quality
- Maintain product regulatory reporting requirements and Chemicals of High Concern to Children state compliance
- Export compliance; Federal Trade Agreements (FTA); United States Mexico Canada Agreement (USMCA), Australia FTA (AUSFTA), Central America FTA (CAFTA), Korea FTA, and others

## Experience (Continued)

March 2013 – January 2016, Carter Lumber Company, Kent, OH

### Installed Sales Office Coordinator

- Coordinated program functions to ensure all paperwork and payments are processed in a timely and accurate manner
- Maintained positive and clear communication with the field representatives, internal departments and external vendors
- Prepared, organized, and filed contractor registrations with various localities nationwide

October 2010 – August 2012, Omega Laboratories, Mogadore, OH

### Laboratory Assistant

- Received, reviewed, and processed specimen samples for testing
- Data entry of sample information, review, and quality assurance
- Collected donor samples
- FDA research projects

April 2006 – October 2010, Davey Tree Expert Company, Kent, OH

### Research Assistant

- Managed and maintained soils laboratory; soil sample testing and reporting
- Prepared final analytical reports for both soils and plant diagnostics
- Assisted plant pathology laboratory in fungal, viral, insect, and environmental diagnostics
- Assisted with entomology research projects, presentations, and publications
- Located and maintained necessary Safety Data Sheets for each of the company offices nationwide; prepared hard copy books and digital repositories

## EDUCATION

### Bachelor of Arts Applied Science in Occupational Safety

Waldorf University, Forest City, IA

May 2021

### Associate of Applied Science in Environmental Health & Safety Management

Cuyahoga Community College, Cleveland, OH

May 2010

## CERTIFICATIONS

Graduate Safety Practitioner (BCSP, GSP-15305), 2021

30 Hour OSHA HAZWOPER, 2010

NAFTA Rules of Origin, GTC, 2020

## PROFESSIONAL AFFILIATIONS

American Society for Testing and Materials (ASTM) – F15.09 Home Playground Equipment Subcommittee  
Chair

American Society of Safety Professionals (ASSP)

Board of Certified Safety Professionals (BCSP)

Foreign Trade Association (FTA)

International Compliance Professionals Network (ICPA)