

# Irene F. Sumolang

---

Bachelor of Science in Psychology  
Texas A&M University

8700 Woodway Apt. #230, Houston, TX 77063  
Cell: 979.739.0960 / isumolang@hotmail.com

**Profile Summary:** Trade Compliance Analyst with 17 years of professional experience, including 11 years in the oil and gas industry. Skilled in ensuring adherence to international trade regulations and company policies through effective interpretation, communication, and collaboration. Experienced in U.S. Customs regulations, HTS/ECCN classification, cross-border trade compliance, and general knowledge of Free Trade Agreements. Strong collaborator with legal, logistics, and commercial teams to support regulatory alignment and operational efficiency. Proficient in GTM, Oracle, sanctioned party screening tools, trade compliance databases, and Microsoft Office Suite.

## Professional Experience

**Chevron** – Houston, TX

**Trade Compliance Analyst**, September 2024 – September 2025

- Ensure compliance with U.S. export control laws, sanctions regulations, and antiboycott laws by interpreting and applying international trade policies across business units.
- Act as a key liaison for business unit personnel, providing guidance on trade compliance requirements and resolving complex regulatory issues in collaboration with legal counsel.
- Review and respond to trade compliance inquiries, ensuring consistency with corporate policies and applicable regulations.
- Conduct third-party risk assessments and collaborate with cross-functional teams to identify and apply appropriate mitigation strategies.
- Contribute to compliance training sessions, helping promote awareness and understanding of international trade regulations across supported business units.
- Participate in trade compliance projects related to third-party screening, supporting project tasks and ensuring alignment with compliance objectives.
- Perform ECCN and Schedule B classification of export items, ensuring accurate documentation and full compliance with U.S. export regulations.
- Participate in contract reviews, supporting Senior Trade Counsel in evaluating trade compliance clauses and identifying potential risks.
- Maintain and prepare performance metric reports to support ongoing compliance monitoring and reporting efforts.
- Collaborate with global teams across multiple time zones, demonstrating adaptability and strong communication skills to support evolving business needs.
- Area covered: Americas.

**National Oilwell Varco** – Houston, TX

**Trade Compliance Specialist**, February 2020 – September 2024

- Worked directly with Corporate Trade Compliance Attorneys to ensure NOV's Trade Compliance program is implemented and executed as required by company policy and regulatory requirements.
- Reviewed compliance documentation as required for export clearance.
- Worked closely with the Product Management Classification team and Harmonized System Classification teams to ensure accurate classification of products.
- Retained applicable export documentation in support of Trade Compliance transaction reviews.
- Communicated with business segment employees and others to ensure that Trade Compliance requirements are met.
- Served as a point of contact for support business unit personnel needing guidance on Trade Compliance requirements.
- Reviewed and responded to Trade Compliance requests submitted to ensure compliance with NOV entity policy and compliance program.
- Reviewed transactions related to sanctioned countries such as Russia and Venezuela.
- Performed other related tasks and projects assigned.
- Areas covered: All Global Segments (Rig Technology, Energy Products and Services, Completion and Production Solutions).

# Irene F. Sumolang

---

Bachelor of Science in Psychology  
Texas A&M University

8700 Woodway Apt. #230, Houston, TX 77063  
Cell: 979.739.0960 / isumolang@hotmail.com

## **Customs Compliance Specialist**, February 2014 – February 2020

- Ensured goods enter the US correctly per all US Custom law and regulations as well as NOV policies.
- Prepared documentation to present to customs brokers for proper customer clearance.
- Determined if any special Trade Programs available such as Free Trade Agreement.
- Worked closely with the Classification Team to ensure appropriate Harmonized Tariffs Schedule Classification of products are utilized for international imports.
- Maintained applicable documentation, such as commercial invoices, packing invoices, and any other customs documents as required.
- Communicated directly with the business units, logistics, and warehouse departments, and others to ensure that transportation requirements are met, goods received, and proper valuation are assigned to all imports.
- Performed quarterly auditing as required by NOV Corporate Compliance.
- Performed other work-related tasks and assigned projects.
- Built a close relationship with customs brokers.
- Complied with all NOV company and HSE procedures and policies.
- Areas covered: North America Rig Technology.

## **Mediterranean Shipping Company** – Houston, TX

### **Import Specialist**, August 2007 – February 2014

- Communicated with clients, overseas agents, and U.S. Custom personnel on all import/export orders.
- Responded to and resolved any import/export issues, manifest changes, or problems such as U.S. Custom rejection. Provide the highest level of quality customer service for optimal client relations in all import/export matters.
- Served as valued resource and liaison to client base on any changes to final destination for import cargo, cost estimations, and inland destination arrangements.
- Coordinated with Export Traffic Department on details for re-export shipments and disburse detailed information to exam site.
- Prepared and processed vessel reports to Intermodal Dept. for cargo clearing in custom at port of discharge.
- Composed, distributed, updated, and maintained detailed Import Manual for the department that contains all operational process and procedures.
- Coached and mentored newly hired employees in all company protocol and systems for optimal import/export business.
- Selected by the company to participate in an esteemed leadership development program as a delegate of the regional office and readiness for Assistant Manager position.

## **Skills:**

- HTS & ECCN Classification
- U.S. Customs Regulations
- Export Administration Regulations (EAR)
- Oracle
- GTM (Global Trade Management)
- Sanctioned Party Screening Tools
- Trade Compliance Databases
- Microsoft Office Suite

## **Training**

- MSC University Training, Company protocol and industry related subject matter.
- Hazardous Material Training, focused on handling hazardous cargo and differentiating classes.
- Master Method Harmonized Tariff Schedule (HTS) Training, Product classification training.

# Irene F. Sumolang

---

Bachelor of Science in Psychology  
Texas A&M University

8700 Woodway Apt. #230, Houston, TX 77063  
Cell: 979.739.0960 / isumolang@hotmail.com

## **Volunteer Activities**

- Leading the initiative to solicit donation items for fund raising benefiting Snowdrop Foundation to provide scholarship for college bound pediatric cancer patients and childhood survivors.
- Collaborating with Consulate General of Indonesia to host festive events.
- Participated in various philanthropic organizations such United Way, Komen Foundation, Snowdrop Foundation, Houston Foodbank, and redM.

## **Academic Activities & Awards**

- Research Assistant, Industrial/Organizational Psychology Lab, Dr. Stephanie Payne, Texas A&M University. Assisted professor and graduate students with varying aspects of studies to validate a new measure of integrity that includes data cleaning, scanning, and entry.
- Research Assistant, Child Clinical Assessment Lab, Dr. Tammy Barry, Texas A&M University. Conducted psychology assessment tests for clients and provided research materials for usage by professor and graduate students.
- Treasurer for the Indonesian Student Association, Texas A&M University. Maintained books and collaborated with organization's President on budget administration and development on annual report.
- Spring 2001 and Fall 2001 Opportunity Award Scholarship from Blinn College, Bryan, TX.