

Elena Dries

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GLOBAL TRADE COMPLIANCE ANALYST

Detail-oriented compliance and data professional with a strong analytical background and growing hands-on experience in global trade compliance. Currently supporting export compliance analysis in a consulting environment, with strengths in data analysis, process documentation, screening support, and Excel-based compliance workflows. Known for quickly learning regulatory frameworks, translating complex requirements into practical controls, and supporting senior compliance professionals with reliable, well-documented analysis. Fluent in English and Russian, both written and spoken.

CORE COMPETENCIES

- Export Compliance Analysis (EAR exposure; U.S. export regulations context)
- Denied & Restricted Party Screening: e2open (screening review & results tracking)
- End-User / End-Use Research & Due Diligence
- Compliance Data Analysis & Reporting
- Excel (Advanced): formulas, pivot tables, lookups
- Google Workspace (Sheets, Docs, Slides)
- SQL & Data Querying (Foundational)
- Process Documentation & SOP Support
- Risk Analysis & Issue Tracking

PROFESSIONAL EXPERIENCE

Global Trade Advisory LLC — Remote / MA

Trade Compliance Analyst (Part-Time) | 2024 – Present

- Support senior trade compliance consultants with day-to-day export compliance analysis across multiple client engagements.
- Perform denied and restricted party screening reviews, assist with escalation documentation, and help analyze potential false positives.
- Conduct end-user and end-use research using open-source intelligence and internal client data to support EAR and OFAC-related assessments.

- Prepare and maintain Excel-based tracking tools for compliance reviews, screening logs, and audit-ready documentation, utilizing formulas and pivot tables for accuracy and traceability.
- Perform data cleanup, organization, and analysis to improve visibility into compliance workflows and client risk areas.
- Draft and update internal compliance documentation, summaries, and client-facing analysis materials.
- Collaborate remotely using Google Workspace, maintaining version control and clear documentation standards.

GloMove, Inc. — Westborough, MA

Marketing & Data Analyst (Project-Based) | 2023 – Present

- Translate business and operational objectives into structured analytical approaches and reporting outputs.
- Collect, clean, and analyze diverse datasets using Excel, SQL, and visualization tools.
- Develop clear, executive-ready reports and presentations to support management and investor decision-making.
- Apply analytical thinking and pattern recognition skills directly transferable to compliance risk analysis.

Russian Private School “Lukomorie” — Needham, MA

Operations Manager | 2013 – 2023

- Created and maintained administrative and financial record systems, ensuring accuracy, traceability, and audit readiness.
- Developed and implemented standard operating procedures to support consistent business operations.
- Analyzed program plans and forecasts to anticipate resource needs and operational risks.
- Resolved data discrepancies and ensured reliability of internal reporting.

Perfectum Mobile Corporation — Tashkent, Uzbekistan

Business Analyst | 2006 – 2008

- Designed internal reporting systems for financial management, forecasting, and performance monitoring.
- Delivered regular analytical reports with clear interpretations to senior management.
- Identified trends and inefficiencies through structured data analysis, supporting business strategy decisions.

Washington Group International — Uzbekistan & Russia

Project Controls Manager | 2003 – 2006

- Developed project controls systems and procedures in regulated environments.
- Maintained master schedules, work breakdown structures, and performance metrics.
- Applied earned value and progress analysis principles to complex, multi-stakeholder projects.

EDUCATION & CERTIFICATIONS

- **Data Analytics Certificate**, CareerFoundry (Intensive, Project-Based Program), 2023
- **Introduction to Computer Science & Programming Using Python**, MITx, 2020
- **Professional Scrum Master (PSM I)**, Scrum.org, 2019
- **MBA**, Marketing & Management — Dowling College, NY
- **BA**, Foreign Languages (English, German, Russian) — Sakhalin State University

TECHNICAL SKILLS

- Excel (Advanced): formulas, pivot tables, data validation
- Google Sheets
- Python (Pandas), Jupyter Notebook
- SQL, PostgreSQL (Foundational)
- Tableau, PowerPoint
- Data Validation & QA Techniques
- AI-assisted data cleanup, summarization, and workflow support; all outputs subject to human review and decision-making

LANGUAGES

- English & Russian: Professional Fluency

ADDITIONAL NOTES

- Strong interest in global trade compliance, export controls, and sanctions analysis.
- Brings a data-driven mindset to compliance review, documentation, and risk assessment.
- Eligible and motivated to grow into expanded compliance responsibilities over time.