
Contact: [REDACTED]

E-mail: [REDACTED]

Contract Specialist (Procurement Analyst)

29+ years' rich experience in delivering optimal results & business value in high-growth environments

- Strategic Procurement Initiatives
- Staffing, Development and Training
- Continuous Process Improvement
- Import/Export/Documentation
- Material Management
- Cost Reduction
- Vendor Development
- Cost Rationalization
- Supplier Contract Negotiation
- Supplier Sourcing/Analysis
- Contracts Management
- Resource Management
- Tendering
- SOP/MIS
- Negotiation
- Leadership

Exhibits excellence in handling cost effective procurement and achieving significant savings through effective evaluation of vendors and developing cost-effective alternatives for various operations. Deft in providing contracting support, from pre-award through contract administration and close-out. Hard core negotiator with ability to finalize supply contracts on globally competitive terms. Excellent working knowledge of the federal, defense and agency procurement regulations, policy, procedures and guidelines covering different contract types. Demonstrated strengths in liaising with contracting principles to ensure compliance with contract specification and resolution of problems and issues. Adequate professional strengths in streamlining procurement and supply chain processes; proven acumen to develop effective procurement strategies and policies to achieve optimum cost of goods & services and overall procurement functions within the required time, budget and quality standards. Adept at identifying, sourcing and evaluating potential vendors coupled with excellent skills in consensus building, organization, and price negotiation, tendering and estimating long term and profitable contracts management. Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines.

HONORS AND AWARDS

- GSA Awards Program, 50-point maximum, Innovative Business Solutions, 12/2007
- CACI Salary Increase, \$4,000, 07/2006
- Extra Mile Award, U.S. Department of State, 02/2004
- Outstanding Job Performance Rating, U.S. Department of State, 02/2004
- Extra Mile Award, U.S. Department of State, 01/2004
- Extra Mile Award, U.S. Department of State, 05/2003
- Outstanding Job Performance Rating, U.S. Department of State, 03/2003
- Individual Time-Off Award, Naval Research Laboratory, 12/2000
- Monetary Award, Naval Research Laboratory, 12/2000
- Air Force Meritorious Service Medal, Air Force Commendation Medal, Joint Services Achievement Medal, and Air Force Achievement Medal
- Outstanding Military Performance Reports, U.S. Air Force, 01/1980-01/2000
- Supply Non-Commissioned Officer of the Year, U.S. Air Force Special Investigations Academy, 01/1996

CAREER ACCOMPLISHMENT

- Distinction of handling largest contract for \$1.6 million base year and four option years for custodial services at the Food and Drug Administration.
 - Drove the initiative for FPDS-NG data entry processing for Hurricanes Katrina and Rita contract.
 - Gained invaluable experience in multiple contract types - CPFF, CPAF, CPIF, FFP, T&M, as well as Schedule GWAC and IDIQ contracts.
 - Having credential of procuring products, equipment, and services using a variety of contract types i.e. FFP, IDIQ and reverse auction postings to both Fedbid.gov and Fedbizzopps.com.
 - Awarded 26 purchase orders in support of diplomacy in Procurement Desktop.
 - Played pivotal role in developing contracting policy concerning all contracting activities.
 - Initiated new contract review program, which reduced repossessions 25%.
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BUSINESS EXPERIENCE

Contract Specialist, III, [REDACTED] MD 20706, Since 2009

Acquisition Analyst, III, Epsilon, Incorporated, Washington DC, May 2009 – Jul 2009

Contract Specialist, General Services Administration, Washington DC, 2007 – 2008

Lead Acquisition Analyst, CACI Dynamic Systems, Inc., 2005 – 2007

Contract Specialist/GS-09, GS, 1102, 09, Step 4, U. S. Department of State, Arlington, VA, 2002 – 2004

Supply Technician, NC, 2005, GS-07, Naval Research Laboratory, Washington DC, 2000 – 2002

Chief, Logistics/Technical Sergeant, U.S. Air Force Special Investigation Academy and other organizations, Camp Springs MD, 1980 – 2000

- Assumed responsibility for initiating, developing and recommending contracting policies, procedures, guidance and control.
 - Judiciously reviewed acquisition programs, purchasing and contracting activities to assess their efficiency and effectiveness in performing procurement functions.
 - Successfully organized mandatory and enhancement contracting and acquisition management training.
 - Mentored the team in managing the contracting aspects of all assigned programs to include, but not limited to, information technology, IT services, munitions, communications, electronic programs and troop and combat support.
 - Accountable to gather, analyzes, and presents facts.
 - Implemented root cause analysis followed by corrective action in the areas of supplier sub-performance.
 - Led the team in performing RFQ, and review offers upon receipt from contractor for Expo services, software licensing through the SEWP I/II contracts and General Services Administration Federal Supply Schedules.
 - Primary point of contact for program officials and contractors providing advice/assistance on Contract matters.
 - Provided balanced leadership, guidance, and counsel throughout the transition aspects of tone of the largest military logistics businesses, moderating the efforts of 40% reduction in budget and staff.
 - Established procurement packages, and acquisition, reconciliation, inspection, acceptance and disposal plans.
 - Pioneer in reviewing, developing and preparing contractual documentation i.e. synopsis, Acquisition Plans, solicitation documents, specials clauses/terms and conditions; negotiation memorandums, Competitive Range Determinations, Determination and Findings and Contractual Milestones.
 - Efficiently liaised and processed United States Air Force Office of Special Investigations Academy Financial Documents to ensure funds were available in base supply accounts.
 - Judiciously handled functional and technical teams in the areas of pre-solicitation, solicitation, post-award, and closeout.
 - Developed contracts documents i.e. source selection plans, pre-solicitation documentation, negotiation memoranda, contract documents, and vendor correspondence.
 - Led negotiation teams and successfully negotiated contract awards, contract protest and disputes on time with huge cost savings to the Government.
 - Drawn up plan to ensure compliance with all Defense Federal Acquisition Regulations (DFAR), Federal Acquisition Regulations (FAR) and agency Policy and Procedures.
 - Structured annual operational budget and implementing control measures to contain expenses within defined limits.
 - Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
 - Drawn up plans for cost effective buying through long term procurement strategy in coordination with different agencies involved.
 - Developed and implemented innovative system for ordering supplies and tracking inventory control.
 - Key contributor in negotiation, formulation, finalization, Administration of services contracts, evaluation of tenders/Bids, and Pre-contract negotiations.
 - Conducted pre-bid meetings with prospective bidders to clarify and freeze tender specifications.
 - Judiciously handled post award activities including Contract administration, Change Order management and close out.
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ACADEMIA

- MA – Procurement and Acquisition Management, Webster University, projected completion 2010, 18 semester hours, 3.2 G.P.A. – 2010
- Master Certificate in Contract Management, George Washington University – 2009
- Associates Certificate in Contracts Management, ESI International/George Washington University – 2008
- BS – Management Degree, National Louis University, with 183 quarter hours in Management – 2001

TRAINING/COURSES

- ESI International/George Washington University DAU Equivalency Courses: CON 110, Federal Government Contract Basis; CON 111, Source Selection; CON 112, Operating Procedures in Contract Administration; Contract Pricing; CON 214, Pre-award Business Decisions, Legal Considerations, and Negotiation Techniques, 11/2008, 12/2008, 01/2009, 02/2009, and 4/2009 respectively.
- Management Concepts, DAU Equivalency Courses CON 204, Contract Pricing and CON 353, Advanced Business Solutions in Mission Support, December 2006
- Foreign Service Institute, Strategic Planning and Performance Measurement, January 2003
- Defense Acquisition University, CON 104A, Principles of Contract Pricing, February 2003
- Management Concepts Incorporated, Contracting with Small and Disadvantaged Business Concerns, May 2004
- Management Concepts Incorporate, Acquisition of Commercial Items, May 2003
- Management Concepts Incorporate, Simplified Acquisitions Procedures Refresher, May 2003
- U.S. Department of State, Office of Procurement Executive, Contract Officer's Representative, April 2004
- Defense Acquisition University, CON 210, Government Contract Law, December 2003
- Defense Acquisition University, CON 202, Intermediate Contracting, October 2003
- Florida Institute of Technology, Cost Principles, Effectiveness and Controls, August 2003
- USDA Graduate School's Critical Thinking in Critical Writing, April 2003
- Defense Acquisition University, CON 104B, Principles of Contract Pricing, February 2003
- Defense Acquisition University, CON 101, Basics of Contracting, December 2002
- Defense Acquisition University, CON 100, Shaping Smart Business Arrangements, August 2002
- Florida Institute of Technology, Procurement and Contract Management, June 2002
- Florida Institute of Technology, Financial Management, September 2002
- Central Michigan University, MGT 643, Personnel Management, April 2001
- Central Michigan University, PSC 555, International Law, April 2001
- Defense Acquisition University, CON 237, Simplified Acquisition Procedures, September 2001

PROFESSIONAL MEMBERSHIPS

- National Contract Management Association, 2002 - Present
- National Defense Industrial Association, 2004 – Present