
Contract Specialist ~ Acquisition Analyst

25+ years rich experience in Government contracting, customer support and Acquisition for the U.S. Army. Deft in generating reasonable savings in procurement costs by encouraging long-term rate contacts. Key competencies in tendering process, bid evaluations and contract finalization. Hard core negotiator with demonstrated strengths in liaising with contracting principles to ensure compliance with contract specification and resolution of problems and issues. Excellent working knowledge of the federal, defense and agency procurement regulations, policy and procedures. Innovative in identifying and implementing immediate changes in procurement policies, systems and methodologies to improve performance, capture opportunity and facilitate positive and profitable change. Proven expertise to generate undivided commitment & dedication among the team. Excellent man-management, time management, leadership skills; computer literate.

PROFESSIONAL VALUE OFFERED

Contract Administration	Strategic Planning	Acquisition Support	Acquisition Analysis
Business Advising	Workload Management	Contract Documentation	Contract Negotiations
Cost Reduction	Material Management	Supply Chain Management	Organizational Development
Tendering/Negotiations	Resource Management	Sourcing/Administration	Customer Relationship
Procurement/SAP	Training & Development	Project Management	Govt. Regulation/Policies

PERFORMANCE MILESTONES

- Won Time-Off Award (Mar 2005), Cash Award (May 2004), Certificate of Appreciation (Feb 2004) and Citation for Meritorious role in Pentagon rescue efforts on 9th Nov 2001.
 - Established procurement packages, and acquisition, reconciliation, inspection, acceptance and disposal plans.
 - Designed & developed system and documented files on milestones, contracting actions, D&F, checklists and FedBiz/EDI announcements and completed CAR/DD350s in scheduled time restrictions.
 - Distinction of managing 150+ contracts awards worth \$ 10 millions and also modified 100+ contracts.
 - Credited for ensuring Contract actions and file documentation in compliance with applicable regulations, policies and reporting requirements.
 - Primary point of contact for program officials and contractors providing advice/assistance on Contract matters.
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CAREER PROGRESSION

Contract Specialist – Administration, YA-1102-02, U.S. Army Contracting Center of Excellence, Since 2008 (200 Stovall Street 11TH Floor Alexandria, Virginia 22331-0001, LTC Gary Wright, 703 681 1685

- Entrusted with big monetary authority for managing complex multi-million dollar contracts for equipment, and scientific/construction items within scheduled time/budget at a rate of 10 closeouts per week.
- Judiciously handled pre-award activities for contracts in compliance with Federal Acquisition Regulation/FAR (IV).
- Drove the initiative to conduct research of contracting issues to determine the best business solution.
- Led negotiation teams and successfully negotiated contract awards, contract protest and disputes on time with huge cost savings to the Government.
- Meticulously handled contract negotiations and administration of awards ranging from one hundred thousand to five billion dollars.

Contract Specialist GS 1102-11, Capital District Contracting Center, U.S. Army, 2005 – 2008 (Ft. Belvoir, VA, Troy Lower, 703 806 4413, 703 325 9500)

- Accomplished responsibility for handling all aspects of the acquisition cycle from evaluation of the specification or Statement of Work (SOW) through to contract close-out.
- Actively involved in conducting analysis of the IGCE's, TDP's and reviewed GSA schedules.
- Organized various training sessions for the team to enhance their performance.

- Proactively contributed in providing on-site advice to internal operations and project teams on contract management and policy compliance matters.
- Closely monitored products, services and supplies for Arlington National Cemetery valued over \$500,000 monthly.
- Mentored the team to ensure all post-award actions are in compliance with all applicable laws, regulations and Executive Orders.
- Accomplished responsibility for administration of contracts and handled post award activities including Change Order management and close out.
- Drove the initiative to craft and disseminates information to management regarding contract status, compliance, modification, deviation, negotiation and termination.
- Accountable for issuing contract and financial program documents and managed a variety of government and commercial contracts in accordance with organization policies and procedures, and applicable laws.
- Associated closely in building acquisition packages, establishing acquisition policies and regulations.

Contract Specialist GS 1102-09, Capital District Contracting Center, U.S. Army, 2004 – 2005

(Ft. Belvoir, VA, William Campbell, 703 806 4598)

- Responsible for monitoring all aspects of procurement cycle for a variety of services, equipment, supplies and construction for several organizations and commands to meet diverse mission needs and requirements.
- Meticulously handled two purchase contracts for Arlington National Cemetery with a total of 100K monthly.
- Key contributor in negotiation, formulation, finalization, Administration of services contracts, evaluation of tenders/Bids, and Pre-contract negotiations.
- Arranging and conducting pre-bid meetings with prospective bidders to clarify and freeze tender specifications.
- Drawn up plan to ensure that all-necessary regulatory approvals have been obtained in accordance with Defense Federal Acquisition Regulations (DFAR), Federal Acquisition Regulations (FAR) and agency Policy and Procedures.
- Guided the team to manage all activities related to pre-award stage starting from RFQ preparation, issue of tenders, evaluation of offers, negotiation with bidders, award of Contracts and formulation of Contract documentation.

Purchasing Agent, GS-1105-07, Capital District Contracting Center, U.S. Army, Feb 2004 – Oct 2004

(Ft. Belvoir, VA, William Campbell, 703 806 4607)

- Assumed responsibility for investigating and rectifying numerous deficiencies and anomalies of government credit card usage, purchasing and fiscal accountability.
- Crafted acquisition packages to ensure compliance with current CDCC mission and goals.
- 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

Lead Mail Clerk, GS 0305-06, Secretary of U.S. Army Mail Center, The Pentagon, Washington, D.C., 1995 – 2004

- Led the team of 12 professional to efficiently run US Army Mail Center processing 1000+ mails monthly.

Supply Technical Reutilization Officer, GS-2005-06, Dept. of Logistics, U.S. Army, Ft. Belvoir, VA, 1988 – 1991

EDUCATION

- Pursuing PHD Human Services/Counseling Studies Capella University – 2012
- MBA Acquisition/Procurement, Strayer University – 2007
- BS in Business Management, National Louis University – 2004

COURSES/CERTIFICATIONS

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| • DAWIA, Level II Certification | • DAWIA, Level I Certification |
| • I.T. Contracts Management | • Clear Writing Through Critical Thinking |
| • Government Purchasing | • Standard Procurement System |
| • Missions Support Planning | • Davis-Bacon Act Service Contract Act |
| • Modern Army Record Keeping System | • Shaping Smart Business Arrangements |
| • Managing Performance-based Contracts | • DoD Government Purchase Card Tutorial |
| • Level 3 | |
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