
Management Analyst ~ Program Analyst

Dynamic and result focused professional with **29+ years' rich experience** in budgetary process, procedures/regulations, and Government purchasing practices. Deft in automated financial management systems and software. Proven expertise in planning, performing project financial, project management activities. Core strengths in working with management and other stockholders to provide expert advice, direction and guidance on implementing projects. Key competencies in presenting clear and concise information through briefings, reports, studies and issue papers to technical and non-technical audiences. Rich working knowledge of the federal, defense and agency procurement regulations, policy and procedures. Extensive exposure to a comprehensive range of team management activities, thrive on working in diverse teams and challenging environment. An open mind, with the ability to recognize, adjusts to change, and willingness to learn new things and new ways. Vibrant, energetic and focused with a high degree of versatility, creativity, and commitment; computer literate. **Expertise in :**

Strategic Planning ~ Management Analysis ~ Project Management ~ Budgeting ~ Program Evaluation ~ Organizational Effectiveness ~ Business Management ~ Contract Analysis ~ Procurement ~ Financial Analysis ~ Business Process Automation ~ Risk Assessment ~ MIS/SOP ~ Presentation ~ Cross Functional Coordination

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

PROFESSIONAL ACHIEVEMENTS

- Designed & developed acquisition policies and plans to ensure that these are in accordance with statutory and regulatory requirements and also resolved various acquisition related issues.
 - Distinction of handling largest contract for \$1.6 million base year and four option years for custodial services at the Food and Drug Administration.
 - Associated closely in advising management on the business management activities and Organizational Effectiveness.
 - Closely monitored contracts, project resource management, project planning and project reporting systems.
 - Introduced the concept of MIS reporting to update the Management on regular basis.
 - Successfully implemented the Acquisition Management System.
 - Pioneer in analyzing contract and financial data to ensure compliance with performance requirements.
 - Drove the initiative for FPDS-NG data entry processing for Hurricanes Katrina and Rita contract.
 - Initiated new contract review program, which reduced repossessions 25%.
-

CAREER HIGHLIGHTS

Contract Specialist, III, the Ravens Group, Lanham 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

Major Areas of Responsibilities

- Assumed responsibility for analysis, planning, implementation, and evaluation of business process automation.
 - Mentored the team to gather and analyze business requirements; map business processes; develops program implementation plans; and prepares risk assessments.
 - Responsible for preparing cost estimates, statements of work, and other documentation for contract support.
 - Meticulously handled stakeholder groups and resolved highly visible issues.
 - Pioneer in preparing and presenting briefings, oral presentations, reports, and other ad hoc information.
 - Interfaced & coordinated with team, outside contractors, and all levels of management.
 - Proactively contributed in the preparation and review of Statements of Work and other procurement documents.
 - Established plan to ensure the integrity and quality of data required to meet the needs of Line of Business.
 - Actively involved in setting resource priorities and resolving complex problems and issues.
 - Accountable for providing acquisition support for the Department of Defense NAVSEA acquisition of major weapon systems.
 - 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, special clauses/terms and conditions; negotiation memorandums, Competitive Range Determinations, Determination and Findings and Contractual Milestones.
 - 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.
 - Organized various training sessions for the team to enhance their performance.
 - 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.
 - 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.
 - Led and guided the team in drafting of contracts, managing Contractual, arbitration, and commercial cases.
 - Judiciously handled post award activities including Contract administration, Change Order management and close out.
-

EDUCATION

- 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

References and Verifying Documentation Furnished upon Request