Ching Hung

Day Phone:
Evening Phon
Mobile:
Email:
(b) (6)

Availability: Job Type: Permanent, Term, Multiple Appointment Types, Telework
Work Schedule: Full-Time

Desired locations:

United States - DC United States - VA - Alexandria County United States - VA – Alexandria United States - VA – Arlington United States - VA - Arlington County United States - VA – Ashburn United States - VA - Leesburg

Work Experience:

General Services Administration
301 7th St. SW
Washington, DC 20407 United States

11/2016 - Present
Hours per week: 40

Series: 1102 **Pay Plan:** GS **Grade:** 12

Contract Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

As a Contracts Specialist in the Capital Construction Division, I am the sole Contract Specialist supporting the following major design and construction and professional

services acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public for the following projects: Department of Interior Renovation ($272M), Switzer Modernization ($139M), Lafayette Building Modernization ($124M), Lafayette CM Services ($18M), Lafayette A/E Services ($13M), AV Bryan Courthouse ($6M), DOE Roof Replacement ($3M). I possess extensive knowledge of Federal contracting and acquisition regulations and policies and I regularly and independently perform a full range of pre-award to post-award functions which include the following:

- Developing, preparing, negotiating, awarding, administering and terminating assigned contractual vehicles and/or task orders for highly complex construction, professional services, A/E services, construction management services, and design-build projects.
- Planning procurement of design services and construction for laboratories, Federal office buildings, courthouses or other new high-rise or state of the art facilities.
- Developing procurement objectives in terms of competition and price reasonableness used to construct contractual vehicles, including the use of pricing arrangements, sub-contracting policy, set-aside policies and similar considerations.
- Leading the procurement team in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts.
- Proficient in organization's acquisition activities related to the contracting functions; ensuring agency acquisition regulations and statutory requirements are implemented across the entire spectrum of procurement; development, implementation, and communication of acquisitions policies that directly affect the terms and conditions in contracts throughout the organization.

- Administering complex contracts for procurements for construction, construction management, and architectural and engineering (A/E) services.
- Conceptualizing acquisition and contracting solutions that afford maximum effectiveness in relation to cost or risk.
- Reviewing procurement packages for accuracy and resolve any deficiencies.
- Verifying that appropriate funding is available, reviewing and validating purchase requests are accurate.
- Coordinating with budget and project team to validate purchase requests, awards, modifications and any other contract requirements.
- Performing market research, with particular attention to small business analysis working with GSA's Office of Small Business Administration.
- Conducting market research/analysis, negotiations of terms, conditions, costs and prices for a variety of new contracts, modifications, and orders for complex and/or for Construction, A/E, CM, D/B-B contracts.
- Developing, preparing, and reviewing acquisition plans, statements of works, justifications, solicitations and other documents required to implement approved acquisition strategies.
- Preparing and posting synopsis or pre-solicitation notices, solicitations including request for quotes (RFQs) and request for proposals (RFPs), to post on the FedBizOpps website.
- Preparing solicitations containing appropriate provisions, terms and conditions, offeror instructions and evaluation criteria.
- Conducting and organizing pre-proposal conferences and site visits.
- Communicating Government requirements to industry; answering solicitation questions.
- Preparing and writing source selection plans or technical evaluation plans for review of proposals received and to advise source selection panels.
- Assembling all source selection materials/documents, and coordinating all source selection activities and

actions according to source selection plans for technical evaluation.

- Reviewing source selection reports or technical evaluation reports, and assisting with source selection report writing or technical evaluation report writing.
- Evaluating responses to solicitations for compliance with terms and conditions and technical requirements.
- Assisting in high dollar contract negotiations, interviews, discussions, and oral presentations with vendors, price negotiation memos.
- Developing and recommending improvements to existing contracts.
- Evaluating proposed prices utilizing accepted techniques and cost and pricing information other than cost or pricing data to determine price reasonableness.
- Performing accurate and detailed price analysis following price reasonableness requirements per the Federal Acquisition Regulations (FAR).
- Reviewing subcontracting plans, and small disadvantaged business participation plans per the FAR and GSA Small Business guidelines and goals.
- Reviewing Apprenticeship Plans and Equal Employment Opportunity Plans for final approval by Contracting Officer.
- Assisting with conducting pre-award surveys and pre-award and post-award contract file reviews.
- Preparing award packages and award documents for issuance to the winning contractor including Notice to Proceed, Delegation of Authority letters.
- Conducting responsibility determinations for selected vendors.
- Developing and planning high dollar value negotiations to include determining the objectives and conduct of negotiations.
- Determining the adequacy of competition, and prepare supporting files and contract award documents for CO reviews.
- Coordinating debriefings, preparing debriefing notes or letters and scheduling with unsuccessful offerors.
- Collaborating with Contracting Officers, Contracting Officer's Representatives, and contractors to track cost schedules and technical performance of contractor.

- Tracking and monitoring contract actions to ensure compliance with GSA policy, administrative procedures, regulations, and statutes including FAR and General Services Administration Manual (GSAM).
- Completing unilateral, administrative, and supplemental (bilateral) modifications to resolve contractual issues, contract changes, ratifications, novations.
- Completing determinations and findings.
- Executing any and all actions included in the award, administration, and close-out of contracts in accordance with the Federal Acquisition Regulations, General Services Administration Manual, contract law, regulations, principles dealing with multi-year contracts.
- Processing invoices according to GSA internal processes and resolve invoice issues.
- Maintaining contract actions logs with contract balances and option periods for all workload.
- Maintaining communication with all contractors, contracting, and project teams.
- Advising management on the status of procurement actions, including problems encountered and proposed solutions.
- Ensuring proper documentation and filing procedures are maintained for all contracts to close-out and issue termination notices.

National Institute of Standards and Technology
100 Bureau Drive
Gaithersburg, MD 20899 United States

09/2015 – 11/2016
Hours per week: 40

Series: 1102 **Pay Plan:** ZA **Grade:** II

Contract Specialist (This is a federal job)

Duties, Accomplishments and Related Skills:

As a Contract Specialist at NIST, I performed cradle to grave contracting to support the missions of the NIST

Center for Neutron Research, Physical Measurement Laboratory, and Center for Nanoscale Science and Technology, with an emphasis on meeting customer needs, PALT times/deadlines, purchasing highly specialized services and supplies and in accordance with the agency's established Standard Operating Procedures, the Federal Acquisition Regulation (FAR), and the Commerce Acquisition Manual (CAM). I was the sole contract specialist for the NIST Machining BOA ($4M ceiling) and design/build contract of the NCNR VSANS Chamber valued at $1.25M. Successfully maintained and managed a contract workload of 84 contracts. My daily duties encompassed the following independent tasks:

- Support major acquisitions that are strategically vital to customers in their mission accomplishment and substantively impact the local business community and the general public as well.
- Develop, prepare, negotiate, award, administer and terminate assigned contractual vehicles and/or task orders for highly complex design-build projects.
- Planning and procurement of design services and construction for laboratories.
- Develop procurement objectives in terms of competition and price reasonableness used to construct contractual vehicles, including the use of pricing arrangements, sub-contracting policy, set-aside policies and similar considerations.
- Lead the procurement team in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts.
- Proficient in organization's acquisition activities related to the contracting functions; ensuring agency acquisition regulations and statutory requirements are implemented across the entire spectrum of procurement; development, implementation, and communication of acquisitions policies that directly affect the terms and conditions in contracts throughout the organization.

- Represent the agency on high level interagency committees, meetings, and task forces that deal with the development of new acquisition approaches and resolution of highly complex, sensitive, and broad-scoped procurement-related issues.
- Conceptualize acquisition and contracting solutions that afford maximum effectiveness in relation to cost and risk and using FAR 8, 12, 13, 15, and 19 as required.
- Review procurement packages for accuracy and to resolve any deficiencies.
  Verify that appropriate funding is available, reviewing and validating purchase requests are accurate.
- Coordinate with administrative officers and end users to validate purchase requests, awards, modifications and any other contract requirements.
- Conduct market research/analysis, negotiations of terms, conditions, costs and prices for a variety of new contracts, modifications, and orders for complex and/or diversified supplies and services.
- Organize and evaluate information to identify potential violations of rules, regulations, or laws and determine appropriate action on contract performance.
- Analyze data from various sources to identify trends and verify the accuracy of information for bidding and proposals.
- Analyze performance of procurement activities against various procurement indicators and goals and using to data to determine trends against performance goals and objectives.
- Develop, prepare, and review acquisition plans, work statements, justifications, solicitations and other documents required to implement approved strategies.
- Prepare post-synopsis or pre-solicitation notices on FedBizOpps website.
- Prepare solicitations including request for quotes (RFQs), request for proposals (RFPs), combined synopsis/solicitations to post on the FedBizOpps website or for issuance via mail or email.
- Prepare solicitations containing appropriate provisions, terms and conditions, offeror instructions and evaluation criteria.

- Prepare milestone plans, and award acquisitions closely with PALT times.
- Coordination of technical evaluation of offers with program officials.
- Evaluate responses to solicitations for compliance with terms and conditions and technical requirements.
- Communicating Federal requirements to industry; answer solicitation questions, and coordinating review comments.
- Assisting in high dollar value contract negotiations, interviews, discussions, and oral presentations with interested parties.
- Evaluating proposed prices utilizing accepted techniques and cost and pricing information other than cost or pricing data to determine price reasonableness. Performing accurate and detailed price analysis following price reasonableness requirements per the FAR.
- Preparing award packages and award documents for issuance to the winning contractor including COR letters for inclusion of FAR Clauses and local NIST/CAM clauses.
- Determining the adequacy of competition, and prepares supporting files and contract award documents for reviews, resolving all review comments.
- Tracking and monitoring contract actions to ensure compliance with policy, administrative procedures, regulations, and statutes including FAR and CAM.
- Coordinating debriefings, as well as prepare debriefing notes and schedule for unsuccessful offerors. Conducts responsibility determinations for selected vendors.
- Develop and plan high dollar value negotiations to include determining the objectives and conduct of negotiations.
- Interfacing with Contracting Officers, Contracting Officer's Representatives, Technical Points of Contact, and contractors to track cost schedules and technical performance of contractor.
- Completing unilateral, administrative, and supplemental (bilateral) modifications as needed for contractual issues, changes, close-outs, novations, ratifications, terminations.

- Completing determinations and findings, justifications for other than full and open, small business determinations, for any required actions and any foreign end products.
- Executing any and all actions included in the award, administration, and close-out of service and supply contracts in accordance with Federal Acquisition Regulations, and the Commerce Acquisition Manual, contract law, regulations, principles dealing with multi-year contracts.
- Administering complex contracts for procurements for specialized scientific and research supplies, services, projects, or programs in accordance with FAR/CAM.
- Hosting and participating in meetings, briefings, or kick-off meetings to provide inform latest with updated contract information.
- Provide proficient advice and guidance on acquisitions to customers, program office personnel, and vendors.
- Closes out contracts, obtain release of claims, and issues termination notices.
- Advises management on the status of procurement actions, including problems encountered and proposed solutions.

Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

Procon Consulting
1005 N Glebe Rd
Room 325
Arlington, VA 22201 United States

11/2014 - 08/2015
Hours per week: 40

Contracts Specialist

Duties, Accomplishments and Related Skills:

As a Contracts Specialist in the Design and Construction Division, I was the sole Contract Specialist supporting major acquisitions that are strategically vital to the customers in their mission accomplishment and substantively impact the local business community and the general public for the following projects: Consumer Financial Protection Bureau Headquarters Renovation Project ($100M), Department of State Potomac Annex Complex Buildings 1, 3, 4, and 5 ($23M), Department of State SA-26 Network Monitoring Center ($2.5M), and CM Services for POTAX ($1M). I possess extensive knowledge of Federal contracting and acquisition regulations and policies and regularly and independently performed a full range of pre-award to post-award functions which included:

- Develop, prepare, negotiate, award, administer and terminate assigned contractual vehicles and/or task orders for highly complex construction, professional services, A/E services, construction management services, and design-build projects.
- Planning and procurement of design services and construction for laboratories, Federal office buildings, courthouses or other new high-rise or state of the art facilities.
- Develop procurement objectives in terms of competition and price reasonableness used to construct contractual vehicles, including the use of pricing arrangements, sub-contracting policy, set-aside policies and similar considerations.
- Lead the procurement team in the acquisition and development of changes to these highly technical and economically complex, multi-year contracts.
- Proficient in an organization's acquisition activities related to the contracting functions; ensuring agency acquisition regulations and statutory requirements are implemented across the entire spectrum of procurement; development, implementation, and communication of acquisitions policies that directly affect the terms and conditions in contracts throughout the organization.

- Develop and recommend improvements to existing schedule contracts.
- Represent the agency on high level interagency committees, meetings, and task forces that deal with the development of new acquisition approaches and resolution of highly complex, sensitive, and broad-scoped procurement-related issues.
- Represent the agency on high level interagency committees, meetings, and task forces that deal with the development of new acquisition approaches and resolution of highly complex, sensitive, and broad-scoped procurement-related issues.
- Administer complex contracts for procurements for construction and architectural and engineering (A/E) services.
- Conceptualize acquisition and contracting solutions that afford maximum effectiveness in relation to cost or risk.
- Review procurement packages for accuracy and resolve any deficiencies.
- Verify that appropriate funding is available, review and validate purchase requests are accurate.
- Coordinate with budget and project team to validate purchase requests, awards, modifications and any other contract requirements.
- Perform market research, with particular attention to small business analysis working with GSA's Office of Small Business Administration.
- Conducting market research/analysis, negotiations of terms, conditions, costs and prices for a variety of new contracts, modifications, and orders for complex and/or for Construction, A/E, CM, D/B-B contracts.
- Develop, prepare, and review acquisition plans, statements of works, justifications, solicitations and other documents required to implement approved acquisition strategies.
- Prepare and post synopsis or pre-solicitation notices, solicitations including request for quotes (RFQs) and request for proposals (RFPs), to post on the FedBizOpps website.

- Prepare solicitations containing appropriate provisions, terms and conditions, offeror instructions and evaluation criteria.
- Conduct and organize pre-proposal conferences and site visits.
- Communicate Government requirements to industry; answer solicitation questions. Prepare and write source selection plans or technical evaluation plans for review of proposals received and to advise source selection panels.
- Assemble all source selection materials/documents, and coordination of all source selection activities and actions according to source selection plans for technical evaluation.
- Review source selection reports or technical evaluation reports, and assist with source selection report writing or technical evaluation report writing.
- Evaluate responses to solicitations for compliance with terms and conditions and technical requirements.
- Assist in high dollar value contract negotiations, interviews, discussions, and oral presentations with vendors, price negotiation memos.
- Evaluate proposed prices utilizing accepted techniques and cost and pricing information other than cost or pricing data to determine price reasonableness. Perform accurate and detailed price analysis following price reasonableness requirements per the Federal Acquisition Regulations (FAR).
- Review subcontracting plans, and small disadvantaged business participation plans per the FAR and GSA Small Business guidelines and goals.
- Review Apprenticeship Plans and Equal Employment Opportunity Plans for final approval by Contracting Officer.
- Assist with conducting pre-award surveys and pre-award and post-award contract file reviews.
- Prepare award packages and award documents for issuance to the winning contractor including Notice to Proceed, Delegation of Authority letters.
- Conducts responsibility determinations for selected vendors.

- Develops and plans high dollar value negotiations to include determining the objectives and conduct of negotiations.
- Determine the adequacy of competition, and prepare supporting files and contract award documents for CO reviews.
- Coordinate debriefings, prepare debriefing notes or letters and schedule with unsuccessful offerors.
- Collaborate with Contracting Officers, Contracting Officer's Representatives, and contractors to track cost schedules and technical performance of contractor.
- Track and monitor contract actions to ensure compliance with GSA policy, administrative procedures, regulations, and statutes including FAR and General Services Administration Manual (GSAM).
- Complete unilateral, administrative, and supplemental (bilateral) modifications to resolve contractual issues, contract changes, ratifications, novations.
- Complete determinations and findings.
- Execute any and all actions included in the award, administration, and close-out of contracts in accordance with Federal Acquisition Regulations, and the General Services Administration Manual, contract law, regulations, and principles dealing with multi-year contracts.
- Process invoices according to GSA internal processes and resolve invoice issues.
- Maintain contract actions logs with contract balances and option periods for all workload.
- Maintain communication with all contractors, contracting, and project teams.
- Advise management on the status of procurement actions, including problems encountered and proposed solutions.
- Ensure proper documentation and filing procedures are maintained for all contracts to close-out and issue termination notices.

Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

Procon Consulting
1005 N Glebe Rd
Room 325
Arlington, VA 22201 United States

06/2012 - 11/2014
Hours per week: 40

Acquisitions Coordinator

Duties, Accomplishments and Related Skills:

Provided program and compliance support and analysis for the Design and Construction Division's Contractor Performance Assessment Reporting System (CPARS), Electronic Subcontracting Reporting System (ESRS), and Apprenticeship Program, in addition to pre-award and post-award contract functions from cradle to grave.

- Spearheaded overhaul of CPARS performance reporting to increase division compliance in accordance with GSA goals to 90%.
- Compiled data reports and performed analyses to ensure contractor compliance with ESRS reporting and subcontracting plans for all division projects.
- Compiled and coordinated Apprenticeship Program reports for all large construction projects for submission to Congresswoman Eleanor Holmes Norton.
- Administer complex contracts for procurements for construction and architectural and engineering (A/E) services.
- Review procurement packages for accuracy and resolve any deficiencies.
- Verify that appropriate funding is available, reviewing and validating purchase requests are accurate.
- Coordinate with budget and project team to validate purchase requests, awards, modifications and any other contract requirements.
- Perform market research, with particular attention to small business analysis working with GSA's Office of Small Business Administration.

- Conducting market research/analysis, negotiations of terms, conditions, costs and prices for a variety of new contracts, modifications, and orders for complex and/or for construction, A/E, CM contracts.
- Develop, prepare, and review acquisition plans, work statements, justifications, solicitations and other documents required to implement approved acquisition strategies.
- Prepare and post synopsis or pre-solicitation notices, solicitations including request for quotes (RFQs) and request for proposals (RFPs), to post on the FedBizOpps website.
- Prepare solicitations containing appropriate provisions, terms and conditions, offeror instructions and evaluation criteria.
- Conduct and organize pre-proposal conferences and site visits.
- Prepare and write source selection plans or technical evaluation plans for review of proposals received and to advise source selection panels.
- Assemble all source selection materials/documents, and coordination of all source selection activities and actions according to source selection plans for technical evaluation.
- Review source selection reports or technical evaluation reports, and assist with source selection report writing or technical evaluation report writing.
- Evaluate responses to solicitations for compliance with terms and conditions and technical requirements.
- Communicate Government requirements to industry; answer solicitation questions. Assist in contract negotiations, interviews, discussions, and oral presentations with vendors, price negotiation memos.
- Evaluate proposed prices utilizing accepted techniques and cost and pricing information other than cost or pricing data to determine price reasonableness. Perform accurate and detailed price analysis following price reasonableness requirements per the Federal Acquisition Regulations (FAR).
- Review subcontracting plans, and small disadvantaged business participation plans per the FAR and GSA Small Business guidelines and goals. Review Apprenticeship

Plans and Equal Employment Opportunity Plans for final approval by Contracting Officer.

- Assist with conducting pre-award surveys and pre-award and post-award contract file reviews.
- Preparing award packages and award documents for issuance to the winning contractor including Notice to Proceed, Delegation of Authority letters.
- Determine the adequacy of competition, and prepares supporting files and contract award documents for CO reviews, resolving all review comments.
- Track and monitor contract actions to ensure compliance with GSA policy, administrative procedures, regulations, and statutes including FAR and General Services Administration Manual (GSAM).
- Coordinate debriefings, prepare debriefing notes or letters and schedule with unsuccessful offerors.
- Collaborate with Contracting Officers, Contracting Officer's Representatives, and contractors to track cost schedules and technical performance of contractor.
- Complete unilateral, administrative, and supplemental (bilateral) modifications as needed.
- Complete determinations and findings for any required actions.
- Execute any and all actions included in the award, administration, and close-out of service and supply contracts in accordance with Federal Acquisition Regulations, and the General Services Administration Manual. Administer complex contracts for procurements for construction and architectural and engineering (A/E) services.
- Process invoices and resolve invoice issues.
- Maintain communication with all contractors, contracting, and project teams. Advises management on the status of procurement actions, including problems encountered and proposed solutions.
- Ensure proper documentation is maintained for all contracts to close-out and issue termination notices.

Cardinal Bank
8270 Greensboro Dr

Suite 500
McLean, VA 22102 United States

10/2011 - 05/2012
Hours per week: 40

Fund Accountant

Duties, Accomplishments and Related Skills:

- Performed mutual fund due diligence to ensure accurate fund accounting for a $2.4 billion dollar retirement plan.
- Reconciled cash, share balance, and transactions to isolate and eliminate variances.
- Processed monthly billing of group trust assets and vendor invoices as received.
- Executed and ensured the accurate trade processing of retirement plan's participant activity ranging from $250,000-$2,000,000 dollars.
- Utilized excel spreadsheets and accounting software to calculate 64 investment funds' net asset values before and after daily changes in market value.
  Maintained appropriate records and documentation in support of internal/external audit requirements.
- Reconciled, reviewed, and analyzed Cardinal Wealth assets netting $38 million for accuracy and to ensure proper performance reporting using Advent Axys.

Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Yes

General Services Administration
301 7th Street SW
Washington DC, DC 20407 United States

06/2009 - 01/2011
Hours per week: 40

Intern

Duties, Accomplishments and Related Skills:

- Assembled complete Manuals on Energy Contracts as well as Standard Procedures. Manuals for Architect/Engineer, Construction Management, and Construction Contracts for the GSA Design and Construction Division.
- Performed administrative work and research; accurately copied over 3,000 pages worth of contract documents.
- Researched case studies for multi-million dollar contract negotiations and claims.
- Assisted with invoice tracking and logging for contracts division.
- Organized and assisted with maintaining contract files for close out.
- Advised management on the status of procurement actions and tracking of procurements.

Supervisor: (b) (6) [redacted]
Okay to contact this Supervisor: Contact me first

Education:

Virginia Polytechnic Institute and State University Blacksburg, VA United States
Bachelor's Degree 05/2011

Credits Earned: 127 Semester hours
Major: Applied Economic Management-Financial Planning Concentration

Job Related Training:

-Federal Acquisition Certification in Contracting (FAC-C) Level I Certified, March 2017
-Federal Acquisition Certification in Contracting (FAC-C) Level II Certified expected by April 2018

-NCMA, Certified Federal Contracts Manager (CFCM) Preparatory Course, Spring 2015

Leadership:

-National Capital Region Leaders Emerging and Developing (LEAD) Program Class 4, July 2017-Present

Language Skills:

Language	Spoken	Written	Read
Chinese-Mandarin (also Chinese-Standard)	Advanced	Intermediate	Intermediate

Affiliations:

National Contracts Management Agency (NCMA)- Member – Member

(b) (6) [redacted]

Harvelle L. Fuller

(b) (6) [redacted]

EDUCATION

(b) (6) [redacted]

PROFESSIONAL ATTRIBUTES

Problem solver with critical thinking skills
Able to interact professionally
Great organizational skills
Detailed oriented
Strong researching skills
Effective customer service skills
Proficient task management and time management skills
Professional telephone manner
Types 45 wpm

JOB RELATED TRAINING

Federal Acquisition Institution (FAI) FAC-C Level I Certification
Federal Acquisition Institution (FAI) FAC-C Level II Certification
Federal Acquisition Institution (FAI) FAC-C Level III Certification

EXPERIENCE

Contract Specialist/ Warranted Contracting Officer ($1 million warrant) March 2012-Present
General Service Administration (GSA), Public Building Services (PBS),
Office of Acquisition Management
Salary: GS-12 $87,0350

Special Assignments

-Assisted in the solicitation and procurement of multiple building facility custodial contracts utilizing AbilityOne Non-Profit vendors; amount of four (4) contracts exceeded $25 million for base and option years.

-Assisted in the solicitation and procurement of multiple external agency client facility relocation, furniture, and IT services and hardware for complete agency relocation support services.

-Provide customer service and procurement support services in a tactful manner to ensure external agency stakeholder satisfaction; external agencies include Presidential Transition Team, HUD, DHS-Secret Service, DHS, U.S. Merit System Protection Board and others.

Daily Tasks

- Perform preaward and postaward functions involving highly specialized procurements of significant importance to the agency
- Serve as an advisor to program officials in procurement planning meetings, identifying the procurement objectives and methodologies to be used and assists in the preparation of statements of work
- Review contract requirements and determines appropriate methods of procurement
- Develop procurement plans by reviewing market conditions, previous history, and specifications of technical data
- Determine adequacy and completeness of description utilizing market research, cross review with contracting precedents to identify and initiate corrective contract actions

- Compile bidders' list from qualified bidders; (i.e. knowledge of market, Small Business Administration, and program subject matter experts, and etc.)
- Prepare written request for proposal and issues solicitation document; selects appropriate clauses; ensures clear and complete specifications are included and analyze the offers received
- Perform cost-price analyses to determine price reasonableness for award of contracts
- Monitor contractor performance with applicable laws and with contract terms such as delivery schedules, payment provisions, inspections, and etc.
- Negotiate extensions of delivery schedules, price adjustments or other modifications
- Review completed contract files to determine that all contractual actions are satisfied, that there are no pending administrative or legal actions to be resolved, that all file documents are signed, and that the contract is complete in every respect and close contract accordingly

Program Analyst (contract position) August 2010- March 2012
General Service Administration (GSA), Agency Liaison Division (ALD)
Salary: $50,000 annually

- Assisted Agency Liaison Division service 30 Presidential and Congressional Boards and/or Commissions
- Served as Agency Liaison Division's point of contact with client executive staffs
- Served as lead liaison for clients when brokering services with General Service Administration
- Assisted clients in coordinating the following services; procurement, furnishing, telecommunications, surplus management, information technology, and realty
- Provided guidance and research for clients regarding; procurement, furnishing, telecommunications, surplus management, information technology, and realty
- Coordinated the acquisition of client domain name, website development with DotGov.gov
- Researched legislation and policy issues relevant to client base and potential clients
- Prepared briefings for Agency Liaison Division staff, regarding client related issues
- Met with the Director of Agency Liaison Division on a interval basis to discuss the progress of current and potential projects
- Performed pre-contract administration functions; create statement of work, produce acquisition plan, independent government estimate (IGE), research of GSA schedule and vendors, and prepare requisition
- Evaluated proposals from vendors according to evaluation criteria
- Oversaw the Inter-agency Agreement (IAA) or Memorandum of Understanding (MOU) renewal process with agency clients; which include documenting and tracking actions, scheduling and facilitating meetings when requested by clients and providing status reports to division director.
- Maintained agreement document version control during MOU negotiation with client; compiling comments and changes to document to ensure updated document is the signature copy for agreement
- Tracked internal and external client procurement milestones, coordinate tasks, and ensure timely and accurate completion

Staff Assistant December 2009- August 2010
Medicare Payment Advisory Commission
Salary: $34,000 annually

- Performed administrative tasks; receiving visitors, answering phone, receive and deliver internal mail
- Assisted staff with technical request including fax and printer malfunctions
- Assisted with annual mailings to congress and public
- Serve as IT assistant on staff; assisting with trouble shooting, software upgrades and downloads, and serves as point of contact for IT manager
- Arranged travel for staff according to travel regulations; booked travel and hotel reservations, accurately calculated per diem and reimbursements
- Assisted contract specialist with market and vendor research analysis

Data Entry Specialist (contract position) October 2009 – November 2009
Department of Interior, U.S. Fish & Wildlife Service
Salary: $15.00 hourly

- Assisted organization with annual National State Parks' recommendation entries
- Accurately recorded data in Microsoft Access database for organization

Program Assistant (contract position) April 2009-September 2009
National Minority AIDS Council

Salary: $15.00 hourly

- Performed human resource assistant tasks; research applicants, set up interviews, assist with employee leave process, assumes point of contact for applicant's and post job openings on job boards
- Performed administrative task; data entry, assist with invoice processing, compose non-technical and technical consultant responses
- Received and delivered external and internal mail
- Updated information in Human Resource Information System (HRIS) using ICIMS software
- Accurately compiled necessary data to arrange within updated Human Resource booklets'
- Assisted in coordinating HIV/AIDS training programs; administrative tasks, invoice processing, and editing of publications and curriculum printing

Data/Records Management Specialist February 2009-March 2009
6K Systems, Inc.
Salary: $40,000 annually

- Accounting Assistant to Controller and CFO
- Performed accounting task: accounts payable, accounts receivable, invoicing, and etc.
- Organized, maintained, and researched the records room and accounting files
- Performed general administrative objectives; scan, file, data entry, and etc.
- Assisted the Market and Business Developer in proposal production and market research for potential business ventures

Procurement/Office Assistant (contract position) July 2008 – February 2009
U.S. Merit System Protection Board
Salary: $15.00 hourly

- Created and maintained contractual files for 2009 fiscal year
- Performed inventory task; replaced old items, labeled new items, storing items for GSA surplus, etc.
- Reviewed and analyzed vendor payment vouchers in agreement with supporting documents
- Assisted with invoice processing which includes preparing invoice approval forms, review vendor invoices, and maintaining payment logs in conjunction with the Procurement Specialist
- Transmitted and received documents and messages electronically via fax and/or email
- Assisted with internal relocation projects (i.e. in conjunction with the Support Services Specialist)
- Answered routine and non-technical request for information and routes all other requests to appropriate staff member
- Assisted with monthly employee transit subsidy program
- Trained to use video conferencing equipment
- Performed a variety of clerical and administrative support duties such as: answer and advice on technical inquiries (i.e. fax machines), receives visitors and phone calls, distributes daily newspaper, and receives deliveries
- Received, processed, and sorted incoming registered, insured, express and certified mail
- Distributed internal management documents
- Monitored accounts payable transactions (invoice payments) and verify the accuracy of disbursements and payment schedules
- Maintained accounts by reviewing documents to verify accounting data, entering data into the system, and taking a trial balance
- Determined the entries required to bring the account into balance
- Reviewed records and resourced documents to link the sources of discrepancies
- Reconciled accounts comparing account balances with related information to ensure agreements
- Amended invalid obligation/payment amounts or out-of-balance payment schedules

Data Entry Specialist (contract position) April 2008 – June 2008
AFSCME
Salary: $15.00 hourly

- Accounted for receiving and organizing due rebates of 2007
- Accurately recorded data in Microsoft Access for organization

Consumer Account Executive November 2007 - March 2008
Comcast
Salary: $20,000 annually, plus commission

- Generated business through established and creative procedure of lead generation

- Implemented effective sales closing techniques to ensure product installation goal is achieved
- Evaluated customer's existing and potential product needs and make appropriate recommendations
- Consistently met and exceed sales goals as established by local market
- Developed partnership with internal departments (e.g. customer service, technical operations) to ensure customer satisfaction
- Completed associated paperwork following each customer contact in a timely manner to ensure all details of transaction are completed according to approved and standardized procedures

Manager Level 1 March 2007 – November 2007
Hertz Corporation
Salary: $12.50 hourly, plus commission

- Responsible for marketing and Business-to-Business Sales
- Researched prospective clients to obtain needed information to close the sale
- Provided detailed follow-up to close the sale and assure customer satisfaction
- Routinely met weekly and monthly sale goals
- Responsible for retail sales and cold calling local businesses
- Managed vehicle fleet
- Updated and maintain contracts; Responsible for daily and weekly reports
- Resolved customer complaints and responded to customer concerns
- Responsible for weekly correspondence and reports to management.

(b) (6) [redacted] (b) (6) [redacted]

TAMMY WALLACE AREVALO

(b) (6) [redacted]

Announcement number:1811132CFMP

Objective: To obtain and broaden my career in the area of acquisition and contract management as a Contract Specialist GS-13.

PROFESSIONAL EXPERIENCE

General Services Administration **May 2010 – Present**

300 7th Street SW Washington, DC 20407
Supervisor: (b) (6) [redacted]

Contract Specialist 1102
Salary: GS-12, Full-Time

- Adhere to the Federal Acquisition Regulation (FAR) while performing at various levels of complexity for pre- and post-award responsibilities for services including construction.
- Review assigned procurement packages (purchase requisitions, Independent Government Estimate (IGE) and the Statement of Work (SOW) to ensure the information is accurate and that the Statement of Work is clearly defined.
- Participate the in creating of the Acquisition Planning using APM.
- Create and prepare solicitation documents such as and including amendments, wage determinations and pricing sheets, SF1442 or SF300, and other attachments as necessary.
- Interact with external and internal customers (i.e., project managers, etc.) at all levels daily to communicate, explain and resolve concerns surrounding approved projects.
- Evaluate price proposals from contractors.
- Receive and accept proposals.
- Participate in site visits/pre-proposal conferences for projects in order for potential contractors to gain hands-on knowledge of solicitation and to ensure questions pertaining to contract were not answered.
- Solicit proposals from prospective contractors through means such as email, FedBizOpps, Sources Sought, and RFI's.
- Collect necessary data and prepared price analysis to determine if the proposed price from offerors were fair and reasonable as well as presented the best overall value for the government.
- Conduct discussions and excluded parties not in the established competitive range.
- Notify unsuccessful offerors in a timely manner.
- Participate on contract negotiation teams during preaward.
- Prepare FPDS-NG report as required and prior to award.
- Assist in the planning, awarding and administering of contracts such as firm-fixed price, service contracts and construction contracts.
- Conduct contractor responsibility checks through CCR, EPLS, and ORCA through SAM.
- Post necessary documents and requirements as it pertains to pre and post award in FedBizOpps.
- Provide support and guidance to GSA's external as well as internal customers on matters such as invoice questions, procedures, or other contractual matters in a professional, courteous, and timely manner.
- Perform preaward and postaward functions involving highly specialized procurements of significant importance to the agency such as the Stars and Stripes award procurement and FBI PMO procurement. These were highly visible contracts to the agency which required a need to know basis, confidentiality, quick response to inquiries, and a fast paced turn-

(b) (6) [redacted]

around for award.

- Perform procurement planning such as creating the Acquisition Plan in the Acquisition Plan Module (APM), and identifying which vehicle to accomplish the contract (such as full and open using FBO, direct award 8(a) sole source, or total small business set-aside).
- Provide assistance to Program Managers in the finalization of the scope or statement of work (SOW), the evaluation factors to be utilized during the technical evaluation, as well as preliminary procurement planning meetings to identify the customer's needs and the best methodology of procuring the requirement.
- Create Prenegotiation objectives (PNO's) that will be utilized by the contracting staff and program team in order to plan a comprehensive negotiation strategy that will enable the government to have a better advantage of negotiating price or the terms of the contract with the contractor.
- Perform contract administration such as reviewing/correcting/approving/signing invoices, keeping an invoice log of the contract record of funding for each contract to ensure all award and modification amounts are captured and invoiced properly, coordination of time extensions with Program Manager and contractor, incorporation of change orders and ensure proper modification package to include but not limited to independent government estimate (IGE), PNO, finding of facts (FoF), certified 49, contractor's proposal (if it is a bilateral modification), issuance of stop work orders such as for noise disturbance, approval of progress payments, final payment and contract close out in EASi while ensuring the contractor has completed the Release of Claims (ROC) form.
- Responsible for the administration of contracts valued over $100,000,000.
- Used knowledge of contract administration to resolve documented problems such as invoice issues.
- Compile and prepare contract award letters and Notice to Proceed.
- Create bilateral and unilateral modifications for Contracting Officer to administer.
- Prepare proper documentation for contract file including, but not limited to memos to the file of all actions; i.e., performance, bid and payment bonds for construction contracts, contractor background investigation information under the HSPD-12 requirements; contractor's responsibility determination, etc.
- Conduct pre and post award debriefings to the requesting unsuccessful offerors in accordance with FAR Part 15.505 and 15.506.
- Create award letters for winning offeror in accordance with FAR.
- Participate in post award conferences such as Kick-off and progress meetings for projects.
- Ensure COR evaluates or monitors contract performance to determine necessity for modifications or extensions of contracts, and compliance to contractual obligations.
- Entered required contractual documents into ePM for ARRA contracts.
- Ensure contract files were in accordance with policy checklist for IG review.
- Ensure contractors provide completed Release of Claims and final invoice for contract closeout.
- Assist co-workers with creating various documents for their projects.
- Registered and completed Federal Reporting requirement.
- Present myself in a professional and courteous manner.
- Responsive to emails and excellent customer service with customer and contractors.
- Determine the appropriate vehicle of procurement such as negotiated procurement or sole source and whether to limit it to certain concerns such as small business or 8(a).
- Review the market environment and schedule of planned award to determine whether to limit competition.
- Analyze market research gathered to effectively identify possible sources.
- Perform market research as it relates to the identified project.
- Part of the EASi Transition Team that successfully migrated and closed over 1500 contracts from Comprizon within 3 months.
- Stepped into EASi Transition leadership role to motivate, challenge, and assist employees with contract file migration, troubleshooting.
- Assisted Branch Chiefs with intense deadlines and workload for EASi transition.
- Review and sign invoices (progress payments).
- Prepare and process unilateral modifications to include such areas as: administrative changes,

change orders, and changes authorized by other than change clauses.

- Oversee GSA's acquisition policy activities related to the contracting function such as pre and post award administration, ensuring the most up to date contracting templates are utilized for procurements and keeping abreast of Procurement Instructional Bulletins (PIBs) such as updated checklists necessary for contract compliance.
- Ensure that federal and agency acquisition regulations and statutory requirements such as FAR and GSAM are implemented across the entire process of procurements.
- Oversee the development, implementation, and communication of acquisition policies that directly affect the terms and conditions in contracts throughout the organization such as PIB updates, modifications that affect the contract's original scope of work, subcontractor payments, and other areas.
- Negotiate bilateral modifications to include such areas as: terms and costs of changes, forward pricing proposals, and settlements.
- Extensive knowledge of Federal contracting and acquisition regulations and policies such as the FAR, GSAM, and GSA internal policies such as the Contract, Mod, and Bond Checklist and PIB's.
- Experience in creating Price Analysis, Price Negotiation memorandums (PNMs), Acquisition Plans (AP), Determination and Findings (D&F), Justifications and Approvals (J&A), Best Value decisions, Pre-negotiation objectives, solicitations (including inquiries prior to contract award – Request for Information), contract modifications, Procurement alternative analysis, Responses to FOIA requests, and documentation of CO's final decision.
- Experience with meeting contractor audiences such as meet and greets.
- Experience in briefing senior management officials on procurement issues and controversial problems on highly complex and sensitive procurements.
- Frequent oral and written communication with the program office in reference to procurement/contract administration issues such as contractor disagreements and delays.
- Regular experience in Firm Fixed Price contracts, Multi-Year contracts, Sole Source contracts such as 8(a) or Alaskan Native, Design-Build contracts, Construction Manager Contracts, and ordering off of Blanket Purchase Agreements.
- Experience in the use of Indefinite Delivery Indefinite Quantity (IDIQ) delivery/task orders.
- Serve on an active contract negotiation team (to include the program office) and have assisted in developing the PNO's such as price or terms of contract such as negotiation the Stars and Stripes requirements to a point where it was in budget.
- Responsible for the planning and procurement of design services and construction for Federal office buildings such as Housing and Urban Development and courthouses such as AV Bryan Courthouse and Prettyman Courthouse (SCIF Buildout).
- Collaborate with the procurement team in the acquisition and development of changes to highly technical and economically complex, multi-year contracts such as the Lafayette Modernization project, Federal Bureau of Investigations, Housing and Urban Development, and Consumer Financial Protection Bureau.
- Create procurement objectives (Pre-negotiation objectives) in relation to competition and price reasonableness.
- Proficient in performing all phases of the contracting process/functions for acquisitions involving services, federal supply schedule (task orders), and (capital) construction, and sole source contracts.
- Responsible for the development, preparation, negotiation (if needed), award, and administration of contracts for highly complex construction projects such as the Consumer Financial Protection Bureau and Stars and Stripes, and other projects such as professional services, A/E services, construction management services as such utilized on the Lafayette Modernization project, and design-build projects.

(b) (6) [redacted]

Davis Paige Management Systems-Contractor for ATF **May 2007- May 2010**
5427 B Backlick Rd Springfield, VA
22151 Supervisor: (b) (6) [redacted]
(may contact) (b) (6) [redacted]
Event Planner/Manager: $75,000 Full-time

- Receive building complaints (temperature control, pest control, lighting and trash issues, office/area cleaning issues, bathroom issues, etc.) from federal government building occupied by 1000 employees and route to appropriate personnel for action.
- Receive, manage, and book conference and training rooms utilizing Event Management Systems software Perform daily tasks in a manner that ensures confidentiality
- Receive requests via email, telephone, and walk-in
- Enter and track work orders for building operational complaints
- Gained a tremendous amount of knowledge that has facilitated in being efficient in the execution of ATF tasks.
- Responded to customers/clients need within a specified time frame (10 min or less) Exceeded personal goals of providing quality customer service
- Gained ATF Staff trust as being a positive asset for ATF Headquarters Central Support Services Labeled as a Team that gets the job done right the first time and has assisted in during other task to enhance over all ATF Operations
- Tracked requests for picture installation; contacted employees, created and printing name plates for employees
- Managed requests for transportation from executive staff.
- ATF POC for refund of lost funds from vending machine and other duties as required

Health Care Institute Nursing Home **June 2000 – August 2007**
1380 Southern Avenue, SE Washington, DC 20032
Supervisor: (b) (6) [redacted]
(b) (6) [redacted]
Admissions Assistant/Admissions Coordinator; $30,000 Full-time

- Maintain a 97% resident occupancy rate.
- Liaison between nursing home and local hospitals for admissions and referrals.
- Conduct facility tours to prospective residents/families.
- Responsible for interviewing patients/families for admissions.
- Maintain and report to the Administrator all admitted and non-admitted resident referrals.
- Monitor facility's budget spending for resident referrals.
- Facilitate distribution of resident's banking funds.
- Reconcile the census daily/monthly of residents to report to the Finance Office.
- Used computer to record weekly meeting minutes and compiled them in a Microsoft Word-based file for future organizational reference.
- Perform daily work functions in a manner that ensures confidentiality of resident's information.
- Conduct internal audits for continuous quality improvement.
- Assist residents/families with applying for DC Medical assistance for care cost.
- Provide administrative support such as time keeping, and appointment scheduling.
- Ability to interpret and apply regulations, policies and procedures, such as DC Law 6-108.
- Experience in providing excellent customer service skills by given tours of the facility and answering inquiries.
- Aptitude to communicate effectively with all levels both orally and in writing.
- Responsible for admissions and maintaining demographic, insurance, and financial information.
- Microsoft Word and Excel for creating graphs and documents.

(b) (6) [redacted]

Ranch House Restaurant **Aug. 1995 – July 2013**
6355 Oxon Hill Road Oxon Hill, MD 20745
Supervisor: (b) (6) [redacted]
(b) (6) [redacted]
Manager/Marketing Specialist; (Part time hours varied, $15/hr)

- Hire and train new employees concerning organizational policies and work procedures.
- Supervise a staff of 20 employees to ensure quality customer service.
- Open and monitor cash register before, during, and after business hours.
- Complete and process end of shift reports to ensure all monies are accounted for.
- Accountable for maintaining consistency and accuracy with customer service.
- Receive and respond to customer complaints.
- Complete weekly payroll.

EDUCATION

Strayer University **Sep. 2002 – Sep. 2005**
2730 Eisenhower Avenue
Alexandria, VA 22314
MBA August 2005
Concentration in Management

University of Maryland **Aug. 1996 – May 2000**
College Park, MD 20742
Bachelor of Arts (Economics)

Oxon Hill High School **Sep. 1992 – May 1996**
6701 Leyte Drive
Oxon Hill, MD 20745
High School Diploma

SKILLS

Novell
Accu-Max
Conversational Spanish
Analytical Skills
Impeccable Research Skills
EASi
FPDS-NG
Pegasys

Internet Research
Windows Operating System
Self - Motivation
Critical Thinking
Excellent Written and Verbal Communication
APM
SBA Dynamic Search
NAICS Code

MS Office
Typing Speed: 62 wpm
Event Management System
Team Player
CPARS
WDOL
SAM

HONORS, CERTIFICATES, OR TRAINING

- Contracting Officer's Warrant – SAT Threshold
- FAC-C Level III Certified
- Certificate of Appreciation (June 2016)
- Department of the Month of Health Care Institute (March 2004)
- Appreciation Certificate (October 2003)
- Employee of the Month of Health Care Institute (July 2002)
- Employee of the Month Committee Chairperson October 2001 - July 2007
- Certified Food Service Manager March 2005-July 2014
- Annual Ethics training
- Security Awareness and Privacy Training 101

(b) (6) [redacted]

- Bi-Annual No FEAR Act Training
- Pandemic Influenza
- GSA Environmental Management Systems General Awareness Training
- Telework 101 for Employees
- CON 100 Shaping Smart Business Arrangements,
- CON 110 Mission-Support Strategy,
- CON 111 Mission Strategy Execution,
- CON 112 Mission-Performance Assessment
- CON 120 Mission-Focused Contracting
- CON 214 Business Decisions for Contracting
- CON 215 Intermediate Contracting for Mission Support
- CON 216 Legal Considerations in Contracting
- CON 217 Cost and Price Analysis
- CON 237 Simplified Acquisition Procedures
- CON 360 Contracting for Decision Makers

Brittany A. Pickeral

(b) (6) [redacted]

OBJECTIVE:
Expand my technical knowledge in acquisition as a Team Lead Contract Specialist and utilize my leadership skills, motivate and incentivize my colleagues to excellence.

PROFESSIONAL SUMMARY:

Professional, knowledgeable, and competent federal Contracting Officer with 5 years of practical experience. I am an energetic team player, relationship builder, and highly effective communicator who works well individually and with teams. I have experience with multiple types of government contracts including Task Orders, Purchase Orders, Blanket Purchase contracts, and GSA schedule contracts. I possess the knowledge and skills to research laws and regulations as they pertain to government contracts. I completed a Bachelor's Degree in Sociology in 2011, which includes 24 credits of Business and I am also FAC-C Level I and II certified.

HIGHLIGHTS:

- Contracting Officer with an approved Intermediate Warrant package.
- Excellent research, writing and editing skills
- Excellent interpersonal and management skills
- Exceptional organizational skills
- Knowledgeable in the Federal Acquisition Regulation (FAR), contracting laws and procedures.
- Competent at complex problem solving

EXPERIENCE:
Lead Contract Specialist (Temporary Promotion)
GS-1102-13
Special Services Division
GSA NCR Public Building Service
Supervisor: (b) (6) [redacted]
June 2017- September 2017

- Led a staff of 8 in the absence of the Branch Chief out (b) (6) [redacted] (b) (6) [redacted]

- Led team to meet goals for Contract Closeout by the end of Fiscal Year

2017. Team met and exceeded target by closing out 253 contracts under my leadership.

- On-boarded and trained incoming new employees to our team.
- Led the effort to resolve outstanding Unliquidated Obligation (ULO) variances tracked through the Chief Financial Office.
- Worked directly with program experts to assist regional PBS business offices with developing well defined Scope of Works and Acquisition Plans.
- Prepared contracts that have expired for final closeout in accordance Federal Acquisition Regulation (FAR).
- Continued to work as a Contract Specialist on my assigned casework in addition to the increased responsibility.

Contract Specialist
GS-1102-12
Special Services Division
GSA NCR Public Building Service
Supervisor: (b) (6) [redacted]
March 2016- Present

- Review the Statements/Scopes of Work (SOW) and Independent Government Estimate (IGE) from GSA, NCR, PBS business lines for completeness and accuracy, apply clear technical evaluation factors and determine market applicability.
- Prepare solicitations and awards in accordance with Federal Acquisition Regulations (FAR) and General Services Administration Manual (GSAM) using multiple acquisition contract types including Firm Fixed Price (FFP), GSA Schedule, and Blanket Purchase Agreement.
- Develop acquisition strategy with program office to meet customer delivery needs in a timely manner.
- Prepare Determination and Finding justifications as required and applicable to the project.
- Responsible for service contracts and requests of the former President and staff. For example, prepared service contracts for the proper management and disposal of merchandise and documents.

- Ensure Small Business Administration (SBA) Technical Advisor is involved and included throughout the procurement process as needed. Processes all forms and documentation needed for compliance with SBA Directives and goals.

- Utilize documented procurement strategies to conduct market research, support timely procurements, and upon award administers and manages, government issued contracts.

- Evaluate, prepare, and submit proposal reviews for technical evaluation panels to include proposals and documentation necessary to assess vendors.

- Issue task and award various task orders, purchase orders, and contracts for various program offices

- Establish Blanket Purchase agreements utilizing FAR Part 8 which covers the Federal Supply Schedules.

- Issue government solicitations including Request for Proposals (RFPs) and Request for Quotes (RFQs) in a timely manner.

- Assemble contract folders with appropriate tabs and ensures complete documentation and compliant with all policies to award.

- Prepare performance contract administration functions and file documentation in accordance with the FAR.

- Lead team efforts on ensuring timely reviews and the analysis of obligations against expiring and closed contracts with financial team.

- Knowledgeable in the PBS procurement application Electronic Acquisition System Integration (EASI) and the budget application (Pegasys) as they relate to acquisitions. Researches and resolves variances and missing obligations between both systems to ensure obligations are properly documented and recorded.

- Conduct team training sessions along with assisting the Branch Chief and Team Lead with ideas for team building, lessons learned, and team engagement. Held one on one sessions with team members for support and assistance with difficult projects.

Contract Specialist
GS-1102-11
Special Services Division
GSA NCR Public Building Service

Supervisor: (b) (6) [redacted]
April 2015- March 2016

- Assist with the reviews the Statements/Scopes of Work (SOW) and Independent Government Estimate (IGE) from GSA, NCR, PBS business lines for completeness.
- Works with Contract Officer and client to establish clear technical evaluation factors and review market options.
- Works closely with Contracting Officer to prepare solicitations and awards in accordance with Federal Acquisition Regulations (FAR) and General Services Administration Manual (GSAM) using multiple acquisition contract types including Firm Fixed Price (FFP), GSA Schedule, and Blanket Purchase Agreement.
- Processes all forms and documentation needed for Small Business Administration.
- Utilize documented procurement strategies to conduct market research, support timely procurements, and upon award administers and manages, government issued contracts.
- Assist with the issuance of various task orders, purchase orders, and contracts for various program offices
- Assemble contract folders with appropriate tabs and ensures complete documentation and compliant with all policies to award.
- Prepares contracts that have expired for final closeout in accordance Federal Acquisition Regulation (FAR). Reviews and analyzes obligations against closed contracts in with financial team.
- Knowledgeable in the PBS procurement application (EASI) and the budget application (Pegasys) as they relates to acquisitions. Researches and resolves variances and missing obligations between both systems to ensure obligations are properly documented and recorded.

Contract Specialist
GS-1102-5/7/9
Special Services Division
GSA NCR Public Building Service
Supervisor: (b) (6) [redacted]
April 2012- March 2015

- Work closely with Contracting Officer to prepare contract award documents in accordance with Federal Acquisition Regulations (FAR) and General Services Administration Manual (GSAM).

- Assist with the issuance of task and award various task orders, purchase orders, and contracts for various program offices

- Assemble contract folders with appropriate tabs and ensures complete documentation and compliant with all policies to award.

- Prepares contracts that have expired for final closeout in accordance Federal Acquisition Regulation (FAR).

- Knowledgeable in the PBS procurement application (EASI) and the budget application (Pegasys) as they relate to acquisitions.

- Worked on the administrative staffing contract to evaluate of 40 offerors to determine whether they met the technical requirements of the solicitation. Worked closely with the Internal Resources Director to craft the report required for the Contracting Officer to make a final determination and make award.

- Worked on technical projects in acquisitions based on my increasing knowledge base and exposure to PBS requirements, financial responsibilities, and contract specialist training.

COMPUTER SOFTWARE SKILLS:

- Microsoft Office Suite (Excel, Word, PowerPoint, Publisher)
- Acquisition Gateway
- Procurement (EASi) and Budget system (Pegasys)
- Small Business Dynamic Search (SAM)
- Federal Procurement Data System (FPDS)

CONTRACTING OFFICER TRAINING:

- FAC-C Level I and Level II
- Contracting Officer with a $1Million warrant.
- Proficient in GSA and expanded Government Contracting systems. (i.e. EASi, SAM.gov, CPARS, FPDS-NG)
- Acquisition Gateway
- Inherently Government Functions and Critical Functions Training
- Guiding principles for the Federal Acquisition System and Contracting Officer Training

- Building Maintenance and Operations Delegation of Procurement Authority Training

EDUCATION:

- **University of Maryland Baltimore County (UMBC)**
  Bachelors of Arts: Sociology Degree – completed 2011

REFERENCES: *Available Upon Request*