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Citizenship: United States of America
Federal Status: GS-1102-11 Step 4
Schedule A Disability - 5 CFR 213.3102(u)

Objective: Contract Specialist (GS-1102-13); Announcement:

QUALIFICATION SUMMARY: DAWIA Level II certified Federal Contract Administrator who has performed all phases of contract administration from workload receipt, review, and acceptance through final contract closeout. Well versed and able to apply federal contracting laws, regulations, and policies and procedures, particularly the Federal Acquisition Regulation (FAR) and its supplements. As a Federal Contract Specialist, successfully solicited and awarded federal service and supply contracts for the United States Department of Army. Aptly managed all facets of the contract process including acquisition strategy, procurement package review and revision, solicitation, negotiations, administration, modifications and contract closeout. Significant experience utilizing various contracting methods and contract types. Effectively communicate orally and written, both with multiple buying commands, program analysts, engineering technicians, industrial specialists, quality personnel, and contractors.

Heavily relied on by ACO and Team lead to both pull reports from SDW and analyze data for both MCWA and MCWT. Utilize SDW to develop monthly workload report for MCWA, converting data into usable Excel Spreadsheet. Developed process to reconcile contracts in MS Excel workbook to identify root causes of contract imbalances or errors preventing closure. Serve as Site Manager for Contracting Team MCWA's DCMA 360 (MS SharePoint based repository for active and shared documents) Web Page.

PROFESSIONAL EXPERIENCE:

Contract Administrator, 1102

U.S. Department of Defense, Defense Contract Management Agency
111 West Pleasant Street, Milwaukee, WI US
Grade Level: GS-11-04
Supervisor: Jason Rathsack, 414-299-5639 (May Contact)

7/2013-Present
Hours per week: 40

Assigned to a geographic contracting team responsible for the administration of government contracts delegated under FAR 42.302 to the Defense Contract Management Agency (DCMA) by other Department of Defense (DoD) procurement agencies. Administer 310 contracts totaling \$745 million divided among 47 active contractors providing both services and supplies to DoD activities. Contract vehicles include a mix of Cost Reimbursement and Firm Fixed Price awards.

Perform contract administration functions up to the point of signature by the Administrative Contract Officer (ACO), from initial receipt to contract closeout ensuring all contracted milestones have been met according to the standards of the end user. Additional tasks include pre-performance conferences, site visits, negotiation of delivery orders, spare parts and provisioning orders, orders against Basic Order Agreements (BOAs), and indefinite quantity (IDIQ) contracts. Monitor ongoing contractor performance to ensure compliance with applicable laws, delivery schedules, payment provisions, contract data reporting requirements, and other contractual requirements.

Work in coordination with the cognizant ACO to administer Cost Accounting Standards (CAS), Contractor Business Systems, and Contract Audit Follow-up. Resolve noncompliance issues based on evaluation of disclosure statements, audit reports, advice and assistance from legal office, price/cost analysts, engineers, auditors, and other subject matter experts (SME).

Actively participate in the negotiation of final overhead rates and ensures the timely close-out of Cost Reimbursement contracts within the standards set in the FAR and DFARS.

Continually educate myself regarding all facets of federal acquisitions. Working toward DAWIA Level III certification, including completion of DAU ACQ201A, CON 232, GRT201, HBS408, and HBS428. Participate in inter-office seminars and training regarding laws and regulations governing acquisitions. Research the FAR and Agency Policy Memoranda when confronted with work issues while conducting day-to-day job responsibilities.

Contract Specialist, 1102

U.S. Department of Defense, Department of the Army

1108 South R Street, Fort McCoy, WI US

Grade Level: GS-11

Supervisor: Colleen Reittinger, 608-388-4424 (May Contact)

12/2012-7/2013

Hours per week: 40

Salary: \$57,408.00 USD Per Year

Awarded contracts for new requirements, using the appropriate acquisition strategy to procure services and/or commodities from various sources including GSA, Ability One, CHESSE, and open market solicitations. Awarded delivery orders placed against indefinite delivery, indefinite quantity (IDIQ) contracts. Reviewed and revised initial purchase requests. Confirmed receipt of all supporting documents such as statements of work and drawings. Wrote awards to the point of approval by contracting officer. Distributed awards to contractors and customers.

Completed all Level I Defense Acquisition Workforce Improvement Act courses through the Defense Acquisition University, obtaining DAWIA Level II certification 04/09/2013. Participated in inter-office seminars and training regarding laws and regulations governing acquisitions. Researched the Federal Acquisition Regulation when confronted with work issues while conducting day-to-day job responsibilities.

Completed the following modifications: Change orders, exercise options, extend the date of delivery, and obligate and/or de-obligate funding. Completed multi-step processes to generate modification, including verifying funding, confirming contractor's status and conducting market research to ensure pricing was fair and reasonable.

Contract Specialist and FOIA Coordinator, 1102

U.S. Department of Defense, Department of the Army

1108 South R Street, Fort McCoy, WI US

Grade Level: GS-5/7/9

Supervisor: Colleen Reittinger, 608-388-4424 (May Contact)

8/2009 – 12/2012

Hours per week: 40

Salary: \$47,448.00 USD Per Year

Administered up to 135 service and supply contracts at any given time. Said contracts are typically firm fixed price contracts with a base year and several option years. Workload also included 25 Blanket Purchase Agreements (BPA) valued at \$5,000,000.00 each. Modified existing contracts. As directed, completed the following modifications: Change orders, exercise options, extend the date of delivery, and, obligate and/or de-obligate funding. Completed multi-step process to generate modification, including verifying funding, confirming contractor's status and conducting market research to ensure pricing is fair and reasonable.

Awarded contracts for new requirements. Used appropriate acquisition strategies to procure commodities and/or services from various sources including GSA, Ability One, CHESSE, and open market. Award delivery orders placed against indefinite delivery, indefinite quantity (IDIQ) contracts. Reviewed and revised initial purchase request. Confirmed receipt of all supporting documents such as statements of work and drawings. Wrote award to the point of approval by contracting officer. Distributed awards to contractors and customers.

Processed all FOIA requests relating to contracts originating or administered by MICC Fort McCoy (RC North). Responded to requests by applying the guidance contained in 5 U.S.C. 552 *Freedom of Information Act*, DoD 5400.7-R; DOD *Freedom of Information Act Program*; and, *Army Regulation 25-55 The Department of the Army Freedom of Information Act Program*. Decided whether to grant or deny the request for information. When granting a request, released information following the proper processes.

Made payment upon acceptance of contractor's work by the customer. Gathered proof of acceptance of contractor's work from the customer. Calculate any interest payments due and owing to contractor. Paid contractors with government purchase card or convenience check. Entered orders showing payments made in the online account. Reconciled account on a monthly basis.

Completed all Level I Defense Acquisition Workforce Improvement Act courses through the Defense Acquisition University, obtaining Level I Certification on 7/13/2010. Participate in inter-office seminars and training regarding laws and regulations governing acquisitions. Researched the Federal Acquisition Regulation when confronted with work issues while conducting day-to-day job responsibilities.

Service Banker

North Shore Bank, FSB	10/2007 - 6/2009
15700 West Bluemound Road, Brookfield, Wisconsin US	Hours per week: 40
Supervisor: Kimberly Kohler-Foltman, 262-797-3858 (May Contact)	Salary: \$20,400.00 USD per Year

Served the customer in a professional, courteous, efficient manner through prompt handling of all teller functions including; processing deposits, withdrawals and payments; journal entries, selling money orders, travelers' checks and bonds; cashing checks, redemption of bonds. Acted as backup to other sales personnel and branch management staff to ensure effective customer service and office coverage. Represented the Bank at community events. Stays current on business and economic events or conditions.

Opened personal and business accounts and performed deposit contract (account) administration; responded to customers in a prompt and courteous manner; ensured that the required forms are completed accurately and that the customer fully understood the terms and conditions of the account; guaranteed the customer received the proper disclosures. Accurately opened and performed maintenance on IRAs; advised customers about IRAs and related issues. Provided qualified investment referrals to the appropriate branch personnel; expanded portfolio relationships with high value customers by consistent profiling of customers, utilizing Marketing Customer Information File (MCIF)? to identify customers who have the potential for added value relationships.

Provided information on consumer loan products; quoted rates to callers and accurately took consumer loan applications and closed consumer loans; sold credit life and disability insurance; maintained an acceptable sales objectives ratio. Also, identified mortgage loan needs and referred opportunities to mortgage lender.

Developed monthly business plan, Displayed good business judgment when waiving fees or negotiating rates. Provided feedback on client concerns: product features, pricing. Monitored own work for quality and quantity to insure accuracy and efficiencies. Actively participated in sales, product knowledge, and service meetings.

EDUCATION:

**University of Wisconsin
Whitewater, Wisconsin US
Bachelor's Degree - 5/2007
Major: Political Science
Minor: Professional Business General Business**

Relevant Coursework: Formation of Public Policy, Political Science Research Methods, State and Local Government, Financial Accounting, Managerial Accounting, Organization and Management, Entrepreneurship, Organizational Behavior, Principals of Marketing, Business Finance, and Operations Management.

REFERENCES AVAILABLE UPON REQUEST