






Alexander Greene

Senior Contract Specialist

CONTACT

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 United States, Washington, D.C.

EDUCATION

Master's Degree in Business Administration (MBA)

Georgetown University, Washington, D.C., Graduated: May 2008

Bachelor's Degree in Political Science

University of Maryland at College Park, United States, Graduated: May 2005

Certifications

- Certified Federal Contracts Manager**, NCMA, March 2023
- Defense Acquisition Workforce Improvement Act Level III**, U.S. Department, December 2022

PROFESSIONAL SUMMARY

Experienced Government Contract Specialist with over 15 years of experience managing federal procurement processes. Expert in FAR/DFARS compliance, cost analysis, and vendor negotiations. Proven track record in saving \$15M annually through optimized contract structures.

EXPERIENCE

Senior Contract Specialist 2015 - Now Department of Homeland Security (DHS), Washington, D.C.

- Oversee federal procurement projects worth \$300M annually, ensuring adherence to all legal and compliance standards.
- Develop and issue RFPs and RFQs under FAR/DFARS regulations to secure competitive vendor bids.
- Lead cost/price analysis efforts, resulting in a 20% reduction in contract expenses over five years.
- Mentor junior acquisition staff and conduct regular training sessions on government procurement laws.

Contract Specialist 2010 - 2015 U.S. Department of Defense, Arlington, VA

- Drafted and negotiated contracts for military supply chains and IT systems.
- Collaborated with legal teams to address complex compliance issues.
- Conducted market research to evaluate vendor pricing strategies and trends.

SKILLS

Expertise in FAR and DFARS compliance	★★★★★
Advanced cost and pricing analysis	★★★★★
Strategic vendor negotiations	★★★★★
Risk mitigation in contract management	★★★★★
Strong leadership and mentoring abilities	★★★★★