

PROFESSIONAL SUMMARY

Dynamic and results-driven Federal Government Contract Specialist with experience managing complex contracts for federal agencies. Proven expertise in procurement law, contract administration, risk management, and policy compliance. Demonstrated success in leading high-value contract negotiations, ensuring regulatory compliance, and driving continuous improvements in procurement processes.

EDUCATION

Master of Public Policy

Georgetown University / Graduated: May 2007

Bachelor of Science in Business Administration

University of Virginia / Graduated: May 2003

Certifications

- **Certified Federal Contract Manager**, June 2019
- **Federal Acquisition Certification in Contracting (FAC-C)**, September 2018

SKILLS

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|--|--------|
| • Federal procurement law (FAR, DFARS, FAR clauses)          | Expert |
| • Risk management, compliance, and dispute resolution        | Expert |
| • Financial analysis, budget management, and cost estimation | Expert |
| • Leadership, mentoring, and team development                | Expert |
| • Vendor management and performance monitoring               | Expert |
| • Proficient in procurement software                         | Expert |

EXPERIENCE

- 2023 - Now

Lead Government Contract Specialist

U.S. General Services Administration (GSA) / Washington, D.C.

  - Oversee and administer multi-million-dollar contracts for federal agencies.
  - Lead the negotiation of high-value contracts, including adjustments to scope, budget, and timelines.
  - Provide policy guidance to senior leadership on procurement strategies.
  - Manage contract closeout procedures, ensuring all project milestones are met.
- 2008 - 2013

Contract Specialist

U.S. Department of Energy / Washington, D.C.

  - Drafted and reviewed contract proposals and cost estimates for critical energy projects, ensuring adherence to regulatory requirements.
  - Collaborated with external stakeholders, including contractors and suppliers, to resolve disputes and performance issues in a timely manner.
  - Coordinated the renewal of contracts, ensuring all terms were updated to reflect evolving project requirements and compliance standards.

PROFESSIONAL AFFILIATIONS

- **National Contract Management Association (NCMA)** | Member since 2014
- **Federal Acquisition Institute** | Active member