

## **CONTRACT ADMINISTRATIVE MANAGER**

Contract Administrative Manager and United States Army Veteran leveraging over 4 years of proven experience in operational procedures and processes associated with contractual arrangements and agreements. Proven ability to coordinate the full and final execution of all contract documents, administration, and resolution of renewal notifications. Possesses a comprehensive background in strategic planning, risk management, organizational management, and communication to maximize efficiency. Created contracts by adapting technology and best practices that aligned with the scope of vision of the organization to promote, schedule, budget, and complete tasks. Demonstrated leadership in multinational operations by creating support plans and personnel oversight.

- Contract Negotiation
- Process Improvement
- Team Leadership
- Training | Development
- Contract Development
- Data Analysis
- Policy | Procedure Compliance
- Grant Administration
- Budget Policies

## **PROFESSIONAL EXPERIENCE**

### **Department of Health and Human Services Commission | Pflugerville, TX**

**2019 – Present**

#### **Contract Specialist IV**

Coordinated and developed solicitations, contracts, and amendments supplied by bidders and negotiating contract specifications. Reviewed and developed bid evaluation instruments and the modification of solicitation, contract boilerplate, and other contract-related documents. Evaluated expenditure data and make projections to ensure the appropriate use of funds.

- Coordinated risk assessment process for contract monitoring and planning and facilitated meetings for each phase of the procurement cycle
- Provided guidance to internal and external stakeholders regarding contract administration, policies, procedures, contract negotiations, renewals, and amendments
- Resolved audit exceptions by defining causes of errors and recommending appropriate dispositions and evaluated expenditure data and make projections to ensure the appropriate use of funds
- Identified and supervised training needs for personnel including legal and regulatory requirements about contracting

### **Department of State Health Services | Pflugerville, TX**

**2018 – 2019**

#### **Program Specialist III**

Contributed to the development of site visit protocols and conducted training for staff who will conduct site visits statewide. Coordinated, directed, and implemented site visit activities for the Texas Vaccines for Children (TVFC) and collaborated with local and regional health departments to ensure TVFC policies were enforced. Assisted health services programs to implement beneficial site visit plan that limits time intrusions on the clinic staff.

- Analyzed data for quarterly and annual reports required by the Center for Disease Control and Prevention and presented findings to senior leadership
- Provided technical assistance for clinic assessments with regional and local health departments to ensure compliance with contracts
- Collected and analyzed data during TVFC and Assessments, Feedback, Incentive, and Exchange (AFIX) to ensure that appropriate recommendations were provided to clinic staff
- Developed and reviewed action plans for clinics to improve their compliance with program policies to ensure follow-up on all compliance issues

**Department of Health and Human Services Commission | Pflugerville, TX**  
**Texas Work Advisor****2016 – 2018**

Obtained, verified, and calculated income and resources to determine client financial eligibility for social service programs. Certified program availability, computed benefit levels, and conducted reviews to determine or verify new and continued program eligibility.

- Interviewed clients, documented client information, determined benefits, verified case data, and explained program benefits and requirements to applicants
- Documented case records to maintain accurate and confidential client records and processed changed to client benefits such as overpayments, adjustments, or restoration of benefits
- Conducted individual needs and assessments and maintained knowledge of state and federal program eligibility guidelines, regulations, and policies
- Processed, monitored, reviewed, and communicated case status and changes to clients, their families, or authorized representatives

**Department of Health Services | Pflugerville, TX**  
**Inventory and Store Specialist II****2015 – 2016**

Prepared accounting records of purchases assigned inventory numbers to items and monitored inventory and stock control records following loss prevention and agency guidelines.

- Documented sales and collected payment, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments
- Compiled and maintained inventory database and conducted an inventory of stock and merchandise in control records and reports
- Prepared estimates of supply and merchandise needs and requests for replenishing supplies and merchandise

**ADT Security | Pflugerville, TX**  
**Security Guard****2014 – 2015**

- Patrolled industrial and commercial premises to prevent and detect signs of intrusion and ensured the security of doors, windows, and gates
- Documented reports of daily activities and irregularities such as property damage, theft, presence of unauthorized persons or unusual occurrences
- Managed incoming calls to take messages, answer questions, and provide information during non-business hours

**United States Army | Various Locations**  
**Vehicle Operator****2011 – 2014**

Managed maintenance, updates, and compilation of detailed data, reports, summaries, files, records, and log statistics for procurement documents and revisions. Requested and coordinated transportation and operated vehicles and equipment in support of the organization.

- Performed reviews to monitor program implementation and practices the required coordination with scientific, technical, and subject-matter specialist
- Developed, implemented, and monitored policies, instructions, procedures, control systems, and methods for delegation and classification
- Reported and corrected all vehicle deficiencies and supported mechanics to prepare vehicles for shipment locally and internationally

**EDUCATION | CERTIFICATIONS**

**Bachelor of Science (B.S.), Computer Programming** | Austin Community College | Expected Fall 2020  
Coding Bootcamp | University of Texas | Expected 2020

**Contract Management Certification (CMC)**