

Johanna Faieta (formerly McDonald)

(561)818-5490 | jojodel87@gmail.com | [linkedin.com/in/johanna-mcdonald](https://www.linkedin.com/in/johanna-mcdonald)

Contracting Specialist with Procurement and Property Management Experience

Results driven professional with over 10 years of experience in Contract Management and Procurement. Strong knowledge of Federal Acquisition Regulations and Defense Federal Acquisition Regulation Supplement. People centric with the ability to effectively communicate with others both in English and Spanish. High level of emotional intelligence with excellent leadership and management skills.

Core Skills

- Customer Service
 - Organizational Behavioral Leadership
 - Project Management
 - Strong Work Ethic
 - Effective Communication Skills
 - Problem-Solving Skills
 - Business Negotiation
- QuickBooks, Oracle, FPD, Boston
Post, Salesforce, Slack
Emotional Intelligence
Public Speaking
Microsoft 365 for business
Microsoft Word, Excel &
Publisher
Microsoft Teams
Classroom Instruction & Training

Professional Experience

Senior Contract Administrator, Oct 17, 2022 – Nov 05, 2024, IDEMIA Identity and Security — Remote

Oversaw the complete lifecycle of government and commercial contracts for the Travel & Transportation division. Led negotiations with government agencies and subcontractors to secure favorable contract terms and conditions. Identified potential risks associated with contracts and developed mitigation strategies to address compliance and performance issues.

- Drafted, reviewed, and modified contract documents, including Statements of Work (SOW), purchase orders, and amendments.
- Managed the GSA vehicle, submitting modifications for product additions and ensuring compliance with GSA guidelines.
- Served as the primary point of contact for government stakeholders, facilitating effective communication between internal teams and external partners.
- Worked alongside the team to develop CAS 2.0 contract management tool, streamlining the storage of contract modifications and authorized signatures.
- Administered training to Program Managers on Contract Management requirements.
- Created the subcontract plan
- Formulated and implemented checklist and templates for streamline process.
- Conducted risk assessment for RFPs by identifying, analyzing, and mitigating potential risks with the RFP process and subsequent project.

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Contract Administrator and Buyer, Oct 14, 2019 – Mar 31, 2022, Charles River Analytics, — Cambridge, Massachusetts

Responsible for cradle-to-grave contract functions, from acquisition planning through contract administration and closeout. Compliant with all audit and government regulatory requirements.

- Developed, negotiated, and evaluated company contracts on behalf of the organization.
- Managed contracts and subcontracts, ensuring that both parties operate according to appropriate regulations, including Federal Acquisition Regulations (FAR), other agency Supplements, commercial laws, and contract requirements.
- Developed appropriate acquisition plans inclusive of solicitation and award milestones.
- Procured IT equipment, software, and materials.
- Led Decision Management division in weekly meetings to go over Statement of Work and deliverable milestone requirements for company Government contracts.
- Determined appropriate type of contract for subcontracts. Such as Firm Fixed Price and Cost-Plus Fixed Fee.
- Analyzed cost and price data in contract proposals by utilizing knowledge of government acquisition business strategies, policies, and procedures, and specialized knowledge of cost and price analysis techniques. Conducted all post-award action items such as contract modifications, evaluating performance, providing guidance, and conducting closeouts.
- Maintained weekly communication with DCMA and completed DD882s. Uploaded all reports to Government sites for submission.
- Red team reviews of all SBIR Proposals prior to submission.
- Coordinated procurement plans with requesters and customers.

Staffing Apprenticeship, Apr 2019 - Sep 2019, Ameriforce – Jacksonville, Florida

Property Manager, Dec 2017 - Jan 2019, Quantum Management Services Inc.– Seattle, Washington

Oversaw a 50-unit HUD and tax credit hi-rise in downtown Seattle. Performed inspections of community grounds and residential property, documented violations and deficiencies, and prepared corrective action plans. Negotiated and managed Service Maintenance Agreements.

- 24/7 on-site property manager, key holder, and responsible for all building matters.
- Initiated background investigations for prospective tenants.
- Maintained waiting list for low-income HUD and tax credit programs.
- Oversaw construction projects and capital improvements to ensure projects were completed on time and within budget.
- Led monthly resident meetings and bi-annual board meetings.
- Developed annual operating budget, reviewed financial statements, and provided monthly variance report.

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- Solicited RFPs to recruit all new contractors for community services. Negotiated prices, reviewed SOWs, and performed the onboard process for all plumbing, cleaning, painting, electrical, and extermination contracts.
- Monitored bid processes, negotiated contract agreements, and ensured all work was done in accordance with the SOW.
- Responsible for unit turnovers, move-ins and move-outs, evictions, schedule, and payroll in accordance with company, HUD, and tax credit guidelines.
- Performed regular property audits, planned preventive maintenance, and corrective actions, ensuring proper safety and compliance with all HUD and WA state fair housing operational standards.
- Maintained positive relationships with all residents and resolved resident issues.
- Prepared correspondence, including rent charges, eviction notices, and collections.
- Completed tenant move-ins and move-outs in compliance with all company procedures.
- Supervised maintenance personnel and formulated work orders.
- Addressed and documented tenant complaints.
- Successfully conducted and passed unit and building inspections, to include HUD REAC and City of Seattle.

Contracting & Procurement Specialist May 5, 2012 – Nov 14, 2017 United States Coast Guard – Seattle, Washington; Virginia Beach, Virginia

Responsible for the supervision of the logistics department and financial oversight and processing of procurement. Managed all warehouse operations in shipping and receiving and provided support to Coast Guard members, contractors and vendors.

- Charged with managing and balancing Station Little Creek's purchases, including keeping a spreadsheet and logging all procurement requests.
- Increased oversight and audit compliance and shifted financial management and property administration functions from the operational commander to the Base while working diligently to implement best practices and lessons learned for future standardization.
- Processed facility maintenance work orders, logged countless new preventive maintenance procedures, and corrected numerous system discrepancies to promote the efficient planning and management of the
- division's workforce.
- Managed and balanced USCGC Heron, USCGC Flying Fish and USCGC Cochito's accounts.
- Participated in the Micro-Purchase P-card Receiving Kaizen event project as a key asset to the process of value stream mapping for Property, Procurement and Contracting, and Financial Management. Handled routine and emergency procurement actions for credit card purchases up to \$3500 and simplified acquisition Purchase Orders up to 150k.
- Conducted Quarterly Physical inventories of Coast Guard Real and Personal Property resulting in zero discrepancies each month and submitted completed reports.

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- Provided training and guidance to property custodians up to Senior United States Coast Guard Officers. Lessons included everything from sourcing, cost analysis, documentation procedures and demobilization of overhead and government property during an incident.
- Responsible for pre-award and post-award functions to include price/cost analysis, negotiation and administration of services, materials, and equipment.
- Planned and conducted negotiations within delegated authority on price, technical requirements, and terms/conditions of the contract.
- Reviewed and analyzed quotes, bids, or proposals received to recommend the awarding of contracts.
- Coordinated and planned all Fundraisers, Holiday parties, family nights, and leisure events.
- Member of the LDAC “Leadership Diversity Advisory Council” presented training on diversity and inclusion.
- Tracked all packages going in and out of the warehouse.
- Planned and conducted negotiations within delegated authority on price, technical requirements, and terms/conditions of the contract.
- Reviewed and analyzed quotes, bids, or proposals received to recommend the awarding of contracts.
- Achieved satisfactory quantity and quality work output consistent with agency guidelines.
- Responsible for the supervision of the logistics department. Managed all warehouse operations in shipping and receiving, and provided supply support to
- Coast Guard members, contractors, and vendors.
- Identified deficiencies in processes and policy for current state purchasing guidelines. Created new process guidelines and recommended changes in policy where necessary.
- Content Master and Subject Matter Expert for Micro-Purchasing Process Guides.
- Team Member and Subject Matter Expert for Stock System Ordering Process Guides.

Volunteer

Junior Achievement Program of North FL 2020

Jacksonville University Charter Day 2019 First Hill Community Clean Ups – Seattle, WA 2018

Coast Guard Enlisted Association – Seattle, WA & Portsmouth, VA 2015 - 2017

Ronald McDonald House – Seattle, WA 2014 - 2016

P.I.E (Partners in Education) – Seattle, WA 2012 - 2015

Habitat for Humanity – Lake Worth, FL 2013

Ronald McDonald House - Gainesville, FL 2008

Education

American Military University - Confirmed Graduation Date August 2025- Bachelor's Degree, Business

Security Clearance: Secret (lapsed)