

Contract Research Analyst Contract Research Analyst Contract Research Analyst - SLAs Austin, TX

Highly skilled in developing dashboards and reports to drive process improvement, data/financial analysis and management of government and commercial contracting life cycle (pre-proposal through closeout), mitigating company's risk, and serving as a chief negotiator of requirements and cost. Strong leader and motivator who drives positive change, builds cross-team consensus and executes plans that improve revenue and optimize profit. Work Experience Contract Research Analyst Visa - Austin, TX April 2019 to Present Research, gather, and summarize spend analytics across various technology categories. Perform and support data-driven analyses that define, measure, and investigate current operational trends, financial trends, and strategic insights.

Evaluate hundreds of vendor agreements and categorize them based on contract language regarding price protection, license flexibility, Service Level Agreements (SLAs), and audit rights.

Advise business unit management of contractual rights and obligations and provide interpretation of terms and conditions in existing agreements. Create product portfolios to ensure global processes are implemented where possible and best practices are used for future contract renewals.

Generate and manage vendor scorecards to conclude whether SLAs and KPI targets are met.

Validate contract documentation, flag and remediate areas of non-compliance. IT Business Systems Analyst City of Austin - Austin, TX January 2017 to February 2019 Managed a budget of \$4.6M in contracts and commodities for the Communication and Technology Management (CTM) department by developing a tracking sheet utilizing data from many internal systems. Performed audits and true-ups to the City of Austin's \$8.4M Cisco SmartNet contract by working directly with nine (9) departments to manage over 600 Cisco security assets resulting in a \$183k credit for FY18.

Participated in the planning and roll out of new IT systems including Service Now and Qlik Sense.

1 Analyzed and tracked trends for executive-level decision making by developing and routinely improving dashboards, models, pivot tables, and graphics in Excel. Performed cost-benefit analysis to determine other possible software solutions to increase productivity and improve customer service. Member of the Greater Austin Area Telecommunications Network (GAATN) project management team. Managed all GAATN and CTM contracts and vendor agreements.

Developed and monitored the budgeting and planning processes for GAATN and CTM. Constructed a ten (10) year budget history and ten (10) year forecast using historical financial data to manage project spend, yearly budget of \$1.8M, and project reserve of \$2.5M. Provided financial updates and forecasts to the GAATN Board of Directors. Approved, logged, and tracked invoices in accordance with issued Purchase Orders for payment processing. Contracts Administrator General Dynamics Information Technology - Chesapeake, VA October 2014 to November 2016 Provided cradle-to-grave contract administration and financial analysis for contracts and subcontracts including firm fixed price, cost plus, and time and material type contracts. Developed controls for fund encumbrances and expenditures. Monitored the use and burn rate of budgeted funds for multi-year contracts through the review of accounting records, reports, procurement documents and discussions with program officials. Streamlined and continuously improved processes for building contract pricing, term negotiations, and contract award and modification approvals. Reviewed awarded contracts to confirm compliance with company policies, DCAA/DCMA, application of the Federal Acquisition Regulations and Defense Federal Acquisition Regulations (FAR/DFAR). Reviewed and analyzed solicitations (RFPs/RFQs) while working directly with program managers and financial analysts to prepare submission packages for proposals in accordance with the solicitation. Performed risk analysis on hundreds of companies utilizing Dun & Bradstreet reports and public financial data to determine viable candidates to partner with on solicitations. Negotiated NDAs (Non-Disclosure Agreements), TAs (Teaming Agreements), and Subcontracts with vendors and subcontractors. This includes soliciting and negotiating pricing and terms and conditions. Created project briefs and generated PowerPoint presentations for contract kick-off meetings. Contracts Administrator/Financial Analyst ICI Services Corporation - Virginia Beach, VA November 2011 to October 2014 Served as primary financial analyst to program managers to project labor and material expenditures and manage contract budgets totaling over \$20M a year. Developed pricing models for estimates, ROMs and RFPs/RFQs to include pricing from vendor quotes, subcontractors, and travel estimates. Performed cost/price analysis and ensured proper implementation of "best value" concept; processed and issued Task Orders,

Change Orders, or contract amendments. Provided weekly and quarterly financial performance reports, revenue recognition, and at-risk processes. Participated in proposal preparation for multi-million dollar bid pursuits. Prepared and negotiated Subcontract Agreements, Consulting Agreements, Task Orders, Purchase Orders and modifications in accordance with company policies and regulations. Processed all contract and financial data entry in Costpoint on awarded contracts and modifications. Submitted monthly status reports and limitation of funds letters in accordance with contract deliverables. Education Bachelor of Business Administration in Finance Old Dominion University - Norfolk, VA Skills PROCUREMENT, PROPOSAL DEVELOPMENT, CONTINUOUS IMPROVEMENT, FINANCIAL REPORTING, STRATEGIC PLANNING, Excel Additional Information Areas of Expertise: Financial Reporting and Management Program Management Negotiation/Risk Mitigation Competitive Pricing Analysis Proposal Development/Price Evaluation Contract Requirement Analysis Performance Measures & Strategic Planning Quality and Continuous Improvement Procurement Management Administrative and Dispute Resolution Technical Expertise: Microsoft Excel/Word/PowerPoint/Visio, Sharepoint, Oracle, SAP Ariba, Deltek, Costpoint, Cognos, eCOMBs, Adobe Acrobat Pro

Name: Michelle Melton MD

Email: xsilva@example.com

Phone: +1-639-775-2845