

Ashley Chica

2328 Flamingo Lakes Dr, Kissimmee, FL 34743

802-779-6722 | Ahaven11@gmail.com

Education

Community College of Vermont

Liberal Arts

University of Southern Maine

Liberal Arts

Rutland, VT

Aug 2012-May 2013

Portland, ME

Sept 2013-Dec 2014

Experience

Federal Emergency Management Agency, Ordering Unit Lead

March 2019-Present

- Current Government Purchase Card Holder
- Established work assignments and set priorities.
- Ensure that appropriate information is up-to-date. (contract funding, POP, P-Card files)
- Coordinate, process requests, and validated funding for myself and coworkers.
- IFMIS access.
- Verified with Vendors that outstanding invoices have been submitted.
- Kept immediate supervisors informed of organizational changes.
- Ensure work completed is consistent with direction and policy.
- Keep assigned personnel informed of changes.
- Ensure that files are maintained as directed.
- Ensure that the ordering process is followed in accordance with policies and procedures.
- Identify topics, issues, and concerns of potential relevance to my assignments.
- Effective team player, supportive of department goals.
- Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.
- Resolved vendor payment discrepancies.
- Reviewed vendor contracts.
- Performed research, analytical, data acquisition, data analyses, and issues analyses assignments.
- Provides guidance concerning the technical performance of contracts.
- Coordinates flows and distributions of reports and documents among program managers, technical staff members, contractors, customers, and budget staff.
- Monitors utilization of funds and prepares reports and alerts of funding issues
- Applies knowledge of a wide range of concepts, principles, and practices of administration and management and skills.
- COR Tier III work- monitoring Period of Performances and funding on contracts, paid invoices.
- Establish a good single-point ordering tracking system process during build out of JFO, DRCs, and Branch Offices.
- Verified funding for 2 purchase card holders, as well as 8 contracts and multiple leases.
- Was the Acting Ordering Unit Lead at DR-4394-SC from 10/1/18-2/28/19 to including coordinating and overseeing Ordering Unit activities.
- Contracting Officers Representative – took care of contracts, reached out to vendors to solve any discrepancies or problems with invoices or work being done
- Provided quote management and order execution for all contracts associated with current disaster.
- Coordinated and confirms all requirements with any vendor for completion of contract.
- Negotiated costs for any work that needed to be completed.
- Escalates any needs to resolve any issues with extension or missed timelines, order errors, returns, and work progress.
- Provides timely communication with all vendors with any regards to the contract – invoice payment, quote, timeline.

- Implemented strategic sourcing arrangements with preferred suppliers.
- Highly skilled in coordinating interdependent activities in the ordering unit such as prioritizing orders to meet mission requirements, resolving customer complaints/ internal issues and setting operational guidelines to include tailoring work hours for meeting mission requirements and facilitating signature authority changes.
- Through knowledge to coordinate, validate and process additional funding requests as it relates to purchasing and operating within budgetary constraints.
- Accountable for accurate documentation in the Ordering Unit
- Comprehensive knowledge of federal procurement and acquisition rules and regulations.
- Coordinate interdependent activities in the Ordering Unit based on direction from immediate supervisor.
- Coordinated and managed logistics requirements using an in-depth understanding of logistics and supply chain management
- Lead and supervised staff in a supply, logistics or transportation organization during DR-4394-SC
- Communicating effectively orally and in writing internally and externally with multiple vendors, coworkers within the office, as well as at the Region and Headquarters, as well as GSA Reps.

Federal Emergency Management Agency, Logistics Specialist, Ordering Manager

July 2016-March 2019

- Assisted user set up on iPhones and Laptops during my EMO (Emergency Management Orientation)
- Assisted Reservists in working their hotspot and other applications on their iPhones.
- Use the Cisco VPN daily to connect to the FEMA network.
- Use PIV security daily
- Working with the Ordering Unit during DR-4277-LA to receive and distribute orders to and from Branch Offices, the Joint Field Office, and Disaster Recovery Centers.
- Ordering Specialist- maintained the log of requisitions for supplies, equipment, and services (143-0-1). Maintained the establishment of funding of requisition and commitment for services and supplies (146-1). Reviewed and maintained capabilities for purchasing/ordering, ordering fulfillment, inventory maintenance, transportation, and delivery and acceptance through key supply chain management (LSCMS). Tracked the receipt and delivery of the orders by retrieving the receiving document and the bill of lading. Effectively transition position duties by obtaining the time of transition from immediate supervisor and identifying appropriate information. Entered data and generated reports from Current Information Automated Software Systems in order to track resources.
- Trained with IT on the help desk to remove NACS rights and remove Reservists from All Hands/Common Drive of DR4277
- Completed Contracting Officer's Representative Tier II – 2/9/2017. Paid invoices, watch over all contracts associated with disaster, make sure all work being done was done in a timely manner and goes along with work statement.
- Used departments knowledge to meet the customer needs and financial targets.

AmeriCorps NCCC FEMA Corps Logistics Specialist

AmeriCorps National Civilian Community Corps

July 2015- April 2016

Vicksburg, MS

- Became proficient in Microsoft Word, Excel, PowerPoint.
- Learned basic cabling skills including; running cable, terminating cable, testing cable, and connecting Ethernet to network devices.
- Served on a diverse team of eight 18-24 year olds for 10 months, serving communities across the nation after natural disasters, completing over 1700 hours of service
- Distributed, received, inventoried, and repackaged over 5 million pounds of supplies such as water, meals ready-to-eat, cots, blankets, and tarps at FEMA Distribution Centers in Frederick, Maryland and Fort Worth, Texas

- Assembled 6 local FEMA Disaster Recovery Centers in response to flooding in Colombia, South Carolina
- Facilitated weekly discussions and reflections, as the service learning initiator, in relation to the service accomplished; coordinated visits to the FEMA Region VI office and the National Processing Service Center for 8 individuals
- Led weekly team meetings, compiled weekly progress reports, and managed team as Acting Team Leader when need, as the assistant team leader
- Drafted research and developed guides to train staff and students on WebEOC at the Center for Domestic Preparedness Operations Center
- Assisted Contracting Officer Representatives with monitoring period of performance and funding on contracts, spoken with vendors about problems with items in contracts, observed invoice payments, and made contracting files with appropriate documents.

Bartender

December 2014- July 2015

Moose Lodge

Rutland, VT

- Delivered orders to restaurant patrons, upholding excellent customer service quality standards
- Demonstrated organizational skills by maintaining orderly work space and handling cash transactions
 - Roughly had \$500-\$800 dollars in register on most nights
- Anticipated guest needs and monitored alcohol intake of customers in order to monitor their safety

Food Service Worker

March 2011- May 2015

Village Snack Bar

Rutland, VT

- Worked with a team to provide patrons with excellent customer service, delivered food and drink orders efficiently and rung up sales quickly and accurately
 - Could have anywhere from 50 to 300 orders a day
- Prepared and cooked meals in the kitchen when assistance was needed
- Prevented foodborne illnesses and other safety hazards by maintaining the cleanliness of food-prep equipment and work stations

Bartender

May 2014-August 2014

Veterans of Foreign Wars

Rutland, VT

- Prepared cocktails and other drinks for retired members of the armed forces
- Proactively checked and restocked inventory levels for bar supplies when necessary
- Created a warm and welcoming atmosphere by adhering to outstanding quality standards

FEMA Related Training Certifications

DHS Purchase Card Training – 11/19/16

0662: Single Point Order Tracking – 5/3-4/17

0663: Managing Logistics Fiscal Responsibilities – 5/5-9/17

0660: Federal Staging Area (FSA) Operations – 5/11-12/17

0337: Posting Integrated Financial Management Information System Transactions – 6/19/17

Contracting Officer's Representative Level II – 2/9/17

0602: FEAM Incident Workforce Academy (FIWA - Tier II) for Middle Managers – 12/12/18

0603: FEMA Incident Workforce Academy (FIWA - Tier III) for First-Line Supervisors – 2/26/18-3/2/18

Contracting Officer's Representative Level III – 6/21/18

FOD823: Coach and Evaluator Qualification Course – 11/13/18

ICS 300: Intermediate ICS for Expanding Incidents – 1/8/19

ICS 400: Advanced Command and General Staff – Complex Incidents – 1/10/19

Education

Some College Classes – Community College of Vermont & University of Southern Maine

