

# BRIANNA PAPPAS

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## EDUCATION

<b>UNH Coding Bootcamp</b> In progress: anticipated graduation March 2022	<b>Present</b>
<b>Southern New Hampshire University – Manchester, NH</b> Completed 20 credits towards Master of Business Administration (MBA)	<b>2016</b>
<b>Roger Williams University – Bristol, RI</b> Bachelor of Arts Major: Communications (concentration of Public Relations), Minor: Psychology Study Abroad: Florence, Italy PRSSA (Public Relations Student Society of America)	<b>2012</b>

## EXPERIENCE

<b>GovConnection, Inc.</b> (a subsidiary of PC Connection, Inc.) – Merrimack, NH <b>Associate Contracts Specialist</b> <ul style="list-style-type: none"><li>• Manage Connection's contracts with schools (K-12, Higher-Ed) and other state and local government agencies in <b>20</b> states (approximately 75 contracts).</li><li>• Write, review, and negotiate contracts</li><li>• Execute reports on contract sales and rebates (approximately 60 reports every month)</li><li>• Review bids/proposals for terms and conditions, identify risks or negotiate terms</li></ul>	<b>August 2019– Present</b>
<b>GovConnection, Inc.</b> (a subsidiary of PC Connection, Inc.) – Merrimack, NH <b>Associate Contracts Specialist</b> <ul style="list-style-type: none"><li>• Manage Connection's contracts with schools (K-12, Higher-Ed) and other state and local government agencies in <b>eight</b> states</li><li>• Execute reports on contract sales and rebates</li><li>• Review bids/proposals for terms and conditions, identify risks</li><li>• Keep track of all contracts including State, Local, Education, and Federal contracts</li><li>• Prepare annual Small Business report and help create annual Small Business Plan</li><li>• Improved ISO 9001:2008 (International Organization for Standardization) process and upgraded company to ISO 9001:2015.</li><li>• Oversee all ISO 9001:2015 documentation submission and compliance record, ensuring that we are always audit ready</li><li>• ISO presentation preparation for Quarterly Management Review Meeting with ISO team/Connection Executives</li><li>• Assist Vice President, Contracts &amp; Compliance in identifying and executing of various projects on an as needed or proactive basis, ensuring smooth operation of the team</li><li>• Work with both Federal and State, Local and Education sides of the company</li></ul>	<b>February 2015 – August 2019</b>
<b>GovConnection, Inc.</b> (a subsidiary of PC Connection, Inc.) – Merrimack, NH <b>Order Compliance Processor</b> <ul style="list-style-type: none"><li>• Quality control review of defined Federal purchase orders and release for fulfillment</li><li>• Reviewed customer purchase orders per existing company policies and procedures and government contract requirements</li><li>• Managed company Backlog Report by researching orders in the system that had not invoiced</li><li>• Worked closely with sales, finance and contract departments</li></ul>	<b>March 2013 – January 2015</b>
<b>Brookstone Corporate Headquarters – Merrimack, NH</b> <b>Ecommerce Merchandise Coordinator</b> <ul style="list-style-type: none"><li>• Created SKUs for Drop Ship products sold on company website</li><li>• Updated product information changes</li><li>• Drop ship vendor set up</li><li>• Assisted Customer Care Center during holiday season</li></ul>	<b>May 2012 – January 2013</b>