

BRIANNA PAPPAS

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EDUCATION

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

EXPERIENCE

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