**EDUCATION**

**UNH Coding Bootcamp Present**In progress: anticipated graduation March 2022

**Southern New Hampshire University – Manchester, NH 2016**Completed 20 credits towards Master of Business Administration (MBA)

**Roger Williams University – Bristol, RI 2011**Bachelor of Arts  
Major: Communications (concentration of Public Relations), Minor: Psychology   
Study Abroad: Florence, Italy  
PRSSA (Public Relations Student Society of America)

**EXPERIENCE**

**GovConnection, Inc.** (a subsidiary of PC Connection, Inc.) – Merrimack, NH **August 2019– Present   
Contracts Specialist**• 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 **GovConnection, Inc.** (a subsidiary of PC Connection, Inc.) – Merrimack, NH **February 2015 – August 2019   
Associate Contracts Specialist**• 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

**GovConnection, Inc.** (a subsidiary of PC Connection, Inc.)– Merrimack, NH **March 2013 – January 2015**

**Order Compliance Processor**

• 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

**Brookstone Corporate Headquarters** – Merrimack, NH  **May 2012 – January 2013**

**Ecommerce Merchandise Coordinator**

• 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