

Krystal Perez-Ivy, Contract Management

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SMX

Position: Senior Contract Specialist (3949)

Dear Hiring Authority,

I am pleased to submit my application for the Sr. Contract Specialist position with SMX. With over a decade of progressive experience in program management, financial analysis, and compliance within municipal government, I have honed the skills necessary to excel in this role. My expertise in developing reporting systems, conducting comprehensive program evaluations, and ensuring financial and regulatory compliance aligns with the duties outlined for this position.

As Administration Manager for the City of Houston Housing & Community Development Department, I supervise a team responsible for processing over \$30 million annually in funding. I developed and implemented policies to ensure compliance with federal and state grant regulations while optimizing workflows and performance metrics. Additionally, I provided training to internal and external stakeholders, strengthening their understanding of grant compliance and documentation requirements. These experiences have equipped me with the ability to monitor integrated reporting systems and improve program execution.

In my role as Management Analyst IV, I analyzed financial and program reports to support departmental reporting and decision-making. I also prepared and submitted the Housing Opportunities for Persons with AIDS (HOPWA) Program CAPER, summarizing performance metrics and accomplishments. My work required meticulous attention to detail, effective communication, and the ability to forecast program requirements—skills directly transferable to forecasting and estimating program needs in your organization.

Beyond my professional achievements, I bring a commitment to excellence in financial management. My experience reviewing reimbursement requests and managing budgets has allowed me to ensure alignment with organizational objectives, productivity goals, and performance metrics. I am proficient in utilizing advanced software tools, including Microsoft Office Suite, SharePoint, and currently enrolled in certification programs for Salesforce and IBM Data Science tools, to analyze data and generate actionable insights.

The opportunity to contribute to the SMX's mission by leveraging my skills in program analysis, reporting, and financial oversight is one I am eager to pursue. I am confident my dedication to process improvement and my proven ability to deliver results make me an ideal candidate for this position.

Thank you for considering my application. I welcome the opportunity to discuss how my experience and skills align with the needs of your team.

Best regards,
Krystal Perez-Ivy