

## Debbie Keyes

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### QUALIFICATIONS

Accomplished and highly motivated with a strong background in communicating, training and reporting to clients, government agencies and internal departments relating to commercial and government contract administration, regulatory compliance, and financial reporting from proposal to closeout. Seeking a contracts administrator position where effective communication, negotiation skills, and leadership capabilities would be fully utilized and expanded.

### SPECIAL SKILLS

MS Office (Excel, PowerPoint, Word, Outlook, Publisher), Deltek Costpoint, QuickBooks, Federal Government systems and Abacus Gold

### CORE COMPETENCIES

Contract Review & Reporting	Analysis	Regulatory Compliance	Records Management
Contract Closeout	Client Relations	FAR/DFARS	

### ACHIEVEMENTS/ACCOMPLISHMENTS

- Revenue increase by 400% through marketing & business development efforts
- Client recovered contract receivables of \$800k from government agencies
- Contract claim award of \$6m
- \$1.3m recovery of over 90 days past due

### PROFESSIONAL EXPERIENCE

11/1/2009 TO PRESENT	Rose Consulting Law Firm	Norcross, GA
Rose Consulting Law Firm practices in the area of commercial and federal contracts law		

#### SENIOR CONTRACTS PARALEGAL

- Provide contract review concerning contract compliance with FAR and DCAA
- Perform contract review for compliance from proposal to closeout
- Draft, review and filing of contract protests and claims
- Preliminary draft of teaming, joint venture, mentor protégé, subcontractor, purchase and NDA agreements, and final QA/QC of said agreements
- Prepare and submit applications for certifications for Certified Veteran Enterprise, 8(a), WOSB, HUBZone, Mentor Protégé, state and local and commercial programs
- Performance of client Wide Area Work Flow training, set up, monitoring, invoice development, submission, resolution of invoice payment issues
- Review of client processes for compliance with DCAA and DCMA
- Assist firms with business entity formations and resolution of issues concerning various business forms and compliance with various government agencies and programs
- Nationwide client marketing and business development to Federal, state & local contractors
- Marketing material development and Nationwide conference exhibit coordination and attendance
- Manage firm accounting processes to include billing, AR and AP
- Office Manager providing support of attorneys and management of paralegal staff

8/3/2015 TO 10/31/2016	Meggitt Training Systems, Inc.	Suwanee, GA
Meggitt Training Systems, Inc. is an International leader in simulation training, shooting range equipment and live fire ranges supporting military, defense and security forces, and law enforcement.		

#### SENIOR CONTRACTS ADMINISTRATOR

- Administers complex day to day contract activities including contract modifications reporting & compliance associated with maintaining and administering U.S. Government, International contracts, State, and Local contracts business agreements, i.e., teaming agreements, proprietary information agreements, etc., along with understanding of management, organization, planning and controls.
- Manage Complex and high dollar proposals.
- Prepare, administer and ensure compliance with a range of contract vehicles and types, including FFP, CPFF, T&M, and IDIQ task orders.
- Reviews and interprets contract terms and conditions to ensure compliance. Provides interpretation, guidance and risk assessment.

- Negotiates contractual and business related issues.
- Performs subcontract administration tasks, preparing funding documents and purchase requisitions, reviewing and tracking of invoices, soliciting cost proposals analyzing estimates to completion, and closeouts.
- Serve as a liaison with customers for contractual issues, or to solve problems that arise in the performance of the contract.
- Manage and maintain all information on contracts to ensure accuracy, completeness and consistency with industry standards, corporate and regulatory policies and procedures
- Customer focused with capability to resolve contracting issues while meeting company requirements/guidelines.
- Manage Intellectual Properties
- Lead Small Business Outreach Program

6/2/2014 TO 7/31/2015

American International Group, Inc.

Alpharetta, GA

AIG is a leading international insurance organization

#### CONTRACT REGULATORY COMPLIANCE ANALYST

- Draft and revise Claims Service Agreements and Addenda for U.S. domestic and Puerto Rico TPA business
- Interface with Claims Vendor Operations, Fusion Vendor Management Unit, Commercial Casualty UW, various AIG profit center/claims unit and Third Party Administrators to obtain required information to draft and compile contract and addenda information
- Responsible for interfacing with legal staff in conjunction with contract and financial reviews
- Manage and maintain insured bankruptcy information

9/7/1999 TO 2/1/2010

Cape Environmental Management, Inc.

Atlanta, GA

CAPE is a construction, environmental remediation, fabrication, and industrial services engineering firm serving clients in the petroleum, chemical, power/utility, aviation, and government market sectors.

#### RECORDS MANAGER

2007 TO 2/1/2010

- Collected and archived companywide documentation according to federal, state and corporate regulations
- Set up and maintained Records Management system to include an electronic Document Management System, inventory and retention schedules
- Provided training and instruction companywide of Records Management policies and procedures
- Created and assisted in publishing company policies pertaining to contracts closeout and records management
- Created and managed electronic systems to provide document access and viewing of companywide documents
- Audited and reported non-compliance and conformance issues to the VP, Director of Risk Management and QA Director concerning government, state and internal regulated processes and procedures in areas of contracts, procurement, project controls and records management
- Managed and supervised staff

#### ASSOCIATE CONTRACTS ADMINISTRATOR

2005 TO 2007

- Provided primary management to contract review, negotiation, and approval of various company agreements across numerous business units
- Monitored assigned contracts(s) by maintaining continuing survey of progress to verify compliance with milestone schedules, design specification, change order and legal requirements according to the FAR
- Demonstrated knowledge of all phases of contracting, including pre-award guidance and strategy to post-award contract administration (prime and sub), as well as contract problem identification, analysis, and resolution.
- Supported Indefinite Delivery and Indefinite Quantity (ID and IQ) contracting needs in excess of \$50M
- Created, designed and analyzed spreadsheets to track funding by color of money and cost
- Utilized the Federal Acquisition Regulations (FAR) on a daily basis.
- Reviewed and submitted client final billings company-wide
- Insured contract regulation and compliance
- Completed contractual closeout for companywide contracts
- Coordinated and corresponded with government agencies (DoD, DCAA, DCMA) and clients
- Audited and reported non-compliance and conformance issues to the VP, Director of Risk Management concerning government, state, and internal regulated processes and procedures in areas of contracts, procurement, project controls and record management
- Supervised contracting procurement and bond acquisition staff
- Supervised project set-up and closure
- Supervised collection and archival of companywide documentation according to federal and state regulations

#### BILLING & A/R COORDINATOR

2002 TO 2005

- Performed account receivables collections (contacted & resolved customer issues with appropriate departments while reporting status to management)
- Reviewed, prepared and analyzed accounts receivable aging reports

- Performed accounts receivable monthly and year end closing.
- Prepared vouchers, invoices, account statements, reports, and other records and reviewed for accuracy
- Completed and submitted company-wide client billings under Cost Plus, T&M and fixed price contracts on a monthly basis
- Tracked company-wide client billings
- Developed written policies and procedures and created an appropriate control environment to meet DCAA and contracts compliance requirements
- Recommended and worked closely with other functional areas throughout the company to implement improvements to processes, controls, systems and reporting to ensure the smooth performance of the Accounts Payable Department
- Reported and resolved project unbilled receivables
- Coordinated, corresponded, and managed Government agencies and clients including DoD, DOE, DCMA, DCAA,
- Supervised staff performing project set-up, prevailing wages, cost pools, company organizations, reporting, and budgeting
- Lead instructor and trainer for Wide Area Work Flow invoice/voucher submission and tracking
- Lead instructor and trainer for implementation of Deltek Time & Expense software program to meet FAR/DCAA compliance requirements
- Designated electronic POC for CCR

## ACCOUNTANT

9/1/1999 TO 2002

- Calculated and reported DBA/SCA prevailing wage rates in compliance with contract and FAR requirements
- Project set-up and budget entry within Deltek Costpoint software
- Set up, maintained, reconciled project pool rates
- Assisted in DCAA Incurred Cost Audits and ICE submissions
- Communicated with all staff concerning allowable & allocable costs and company policies
- Created and maintained company-wide organizations and corporate budgets
- Created, analyzed, processed and distributed company-wide project and financial reports
- Tracked and resolved Accounts Receivables
- Resolved non-compliant contract/FAR billing issues
- Ensured the accurate and timeliness of payments to vendors and employees for goods and services incurred on behalf of the company
- Reconciliation, coding and data entry of company-wide expense reports and payables
- Ensured the Accounts Payable team was responding to all inquiries in a timely manner and all inquiries were dealt with correctly and efficiently
- Performed month-end closing process, reviewed aging and other accounting documents to ensure accuracy of information and took corrective action as needed
- Recommended and worked closely with other areas throughout the company to implement improvements to processes, controls, systems and reporting to ensure the efficient running of the Accounts Payable/Accounts Receivable Departments
- Developed and set goals and objectives for the Accounts Payable/Accounts Receivable Departments in consultation with Senior Management and monitored milestones
- Served as the primary liaison between Accounts Payable, Purchasing and Distribution to prevent or resolve payment issues
- Developed written policies and procedures and created an appropriate control environment to meet DCAA compliance
- Weekly/Monthly analysis of banking activities and account reconciliations

## EDUCATION

- Georgia State University, Atlanta, GA
- Bachelor of Business Administration
- Major: Finance

## CERTIFIED TRAINING

- 2009 NARA Certificate of Federal Records Management Training – Level 6
- 2015 Certified Paralegal Certification
- 2016 Certified Professional Contracts Manager Certification

## MEMBERSHIPS

- Society of American Military Engineers
- National Contract Management Association
- National Association of Legal Assistants