

Summary

- ❖ MBA, Management and Strategy and BA Accounting
- ❖ Certified Fraud Examiner (CFE) Certification and CPA Candidate
- ❖ Experience: Management, Audit, Contract negotiation and administration
- ❖ Former sole proprietorship business owner

Employment

- ❖ State of Indiana, Indiana Economic Development Center (IEDC), Procurement Technical Assistance Center (www.in.gov/indiana-ptac)
 - Procurement Specialist: 03/2012-present
 - Assist local businesses with government contracting through workshops and one-on-one counseling
 - Review and disseminate bid opportunities and subcontracting opportunities to clients
 - Coordinate and conduct procurement/contracting training classes
 - Develop and maintain relationships with federal, state and local government agencies and prime contractors
 - Interpret solicitations by reviewing contract clauses, terms, definitions and requirements
- ❖ Dade Moeller & Associates (www.moellerinc.com)
 - Contract Specialist: 02/2008-10/2012
 - Project control
 - Prepare cost proposals and pricing detail
 - Prepare, negotiate, and administer fixed price, T&M, and cost-type contracts
 - Prepare, negotiate, and administer subcontracts
 - Assist management and accounting with interfacing with DCAA
- ❖ Wabash Judgment Recovery
 - Owner/President/Sole Proprietor: 01/2008-03/2012
 - Purchased outstanding small claims judgments and enforced them myself
 - Researched relevant laws and regulations to stay current on industry
 - Responsible for all marketing, sales, and P/L
- ❖ Defense Contract Audit Agency {DCAA} (www.dcaa.mil)
 - Auditor: 09/2005-02/2008
 - Write and perform audits, including incurred cost, timekeeping, CAS, internal controls, and forward pricing, among others
 - Interface with representatives of contractors both large and small to obtain information necessary to complete audits
 - Understand and work within FAR, GAAP, DFARS, GAGAS, and other regulations

Education

- ❖ Western Governors University (IN) (www.wgu.edu)
 - MBA, Management and Strategy
- ❖ Saint Leo University (FL) (www.saintleo.edu)
 - Bachelor's degree, Accounting

Other Employment Skills

- ❖ Organizations
 - Certification from Association for Certified Fraud Examiners (ACFE)

- Member of Association of Procurement Technical Assistance Centers (APTAC)
- Member of Toastmasters International to improve public speaking ability
- Member of Indianapolis chapter of National Contract Management Association (NCMA)

- ❖ Computer proficiencies
 - Years of daily experience in creating reports, databases, presentations, and work papers through MS Office applications
 - Years of daily use of Google Docs applications
 - Tested typing at 80 WPM including 10-key
 - Experience in using and auditing accounting systems including Quickbooks and Deltek among others