
EDUCATION

MBA, Business Administration, University of Hawai'i, Manoa
BS, Marketing, San Diego State University

PROFESSIONAL SUMMARY

Contracts Manager with over 25 years of experience in all aspects of contract and subcontract management. Oversee the entire process of contract administration including market research, sourcing, contract type, scoping, risk analysis, conflict of interest, proposals, negotiations, cost and pricing data, contract execution, subcontracting, small business socioeconomic goals, change management, limitation of funds, government property, audits, claims, past performance evaluations, and closeout. Extensive knowledge of the Federal Acquisition Regulation (FAR), Defense Federal Acquisition Regulation (DFAR), Contractors Purchasing System Review (CPSR), and Cost Accounting Standards (CAS). Experienced throughout Hawaii, Guam, Pacific Region, Korea, Japan, Alaska, and the US Mainland providing a thorough background in a variety of contracts and subcontract administration subjects.

Developed contracting/subcontracting "best practices". Conducted training sessions on procurement regulations and facilitated roundtable forums. Established as a trusted and contributing member of the contracting community with partnering relationships with clients, subcontractors, and contracting professionals. Ensure adherence to compliance program including ethical practices in contracts/subcontracting. Support local client, governmental agency, Office of Federal Contract Compliance Programs (OFCCP), and Small Business Administration (SBA) audits.

EXPERIENCE

Contracts Manager, Environmental Chemical Corporation (ECC). As the Contracts Manager for the Pacific Region, responsible to ensure compliance with applicable Federal, Department of Defense (DoD), and state and local regulations and policy, as well as the terms and conditions of the prime contracts. Projects encompass construction, design-build, power purchase agreements, secured government facilities, engineering services, design management, environmental remediation, and munitions. Key negotiations include Naval Facilities Engineering Command (NAVFAC) Pacific \$334M contract for the Navy's largest solar power generation contract in Hawaii to produce 17 megawatts across 14 Navy and Marine Corps sites. Manage multiple contracts with the US Army Corps of Engineers, Far East District (USACE FED) projects located in Korea and support dck-ECC Pacific LLC, Grow the Army Multiple Projects, Schofield Barracks. Serve as ECC Ethics Officer for the Pacific Region. Currently hold security clearance.

Contracts Administrator, Environmental Chemical Corporation (ECC). Served as Contracts Administration Manager (CAM) for NAVFAC Pacific Small Business Remedial Action Contract (SBRAC) and Fixed Price Remedial Action Contract (FRAC) for performance of remedial actions at environmentally contaminated sites located throughout the Pacific Region. Contract awards included NAVFAC Pacific Global Multiple Award Construction (GMAC), RMA-ECC's Joint Venture's Construction of Child Development Center (CDC) Ford Island, dck-ECC Pacific Guam LLC's Design-Build Multiple Award Construction Contract (DBMACC), IAP-ECC LLC's Global Contingency Services

Multiple Award Contract (GCSMAC), various US Air Force task orders under Worldwide Environmental Restoration and Construction (WERC) and Sustainment, Restoration and Modernization Acquisition and Task Order Contract (SATOC).

Senior Regional Contract Manager, Earth Tech. Managed the contracts and subcontracts division for the Pacific Basin for multiple prime and subtier contracts with various state, local, federal, and commercial clients including Air Force Center for Environmental Excellence (AFCEE), US Army Japan Engineering District (JED), US Army Hawaii Engineering District (HED), Department of Transportation (DOT), Honolulu City and County, Hawaii Army National Guard (HIARNG), TEC Inc. (Joint Venture), General Services Administration (GSA), and commercial clients. Managed two multi-year (base year plus nine option year periods) US Navy Comprehensive Long-Term Environmental Action Navy (CLEAN) contracts with the Pacific Division, Naval Facilities Engineering Command (PACDIV). Lead transition to electronic (paperless) contract administration. Significantly improved the small business program in all small business socioeconomic subcontracting goals and outreach efforts including mentoring of two protégés in the Department of Defense (DoD) Mentor Protégé Program.

Contract Manager, Ogden Environmental & Energy Services. Managed \$210M multi-year Cost Plus Award Fee (CPAF) CLEAN contract. Responsible for approximately 200 task orders including negotiating delivery orders and modifications. Ensured compliance with terms and conditions and all federal, state, local, and environmental regulations. Administered contract budgeting systems including estimating costs, financial forecasts, project variances, and cost realism analyses. Provided procurement management including Administrative Contracting Officer (ACO) consent, Contractors Purchasing System Review (CPSR), small business subcontracting reports, Davis-Bacon and Service Contract Act, and prime contract flowdowns. Coordinated project closeouts with Defense Contract Audit Agency (DCAA), Defense Contract Management Agency (DCMA), and Contracting Officers. Developed policies and procedures including a Project Manager Handbook integrating components from procurement, contract administration, health and safety, technical, and project controls.

Contract Administrator, Ogden Environmental & Energy Services. Supported the CLEAN Contract and various federal proposal development pursuits. Administered team subcontracts, performed make/buy decisions, developed historical cost information, and maintained standard cost estimating procedures. Administered and ensured adequacy of project implementation plans, cost estimates, and change proposals/change orders including negotiating with the Government Contracting Officer and Contract Specialists. Coordinated logistical support for remote project locations. Completed onsite government property audits and oversight of government property inventory.

Subcontract Administrator, Ogden Environmental & Energy Services. Responsible for major subcontracts, purchase orders, Basic Ordering Agreements (BOAs), and Master Service Agreements (MSAs). Tasks included preparation of Requests for Quotation (RFQs) and Requests for Proposal (RFPs), source development and selection, contract type, price and cost negotiation, terms and conditions compliance, Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFAR) compliance, solicitation documentation, subcontractor performance oversight, and the facilitation of small business participation.

Buyer/Export Control Administrator, McDonnell Douglas. Acquired a thorough knowledge of subcontract practices and procedures. Duties included the administration of fixed price, time and materials, indefinite delivery/quantity, and cost type subcontracts; cost/source analysis; negotiation of corporate purchasing agreements; and support of proposal efforts for international projects. Implemented policies and procedures to ensure export regulation compliance and secured US Governmental export approvals, licenses, and permits. Issued a secret security clearance.

Product Specialist Administrator, Uni Distribution Corporation. Served as the product representative. Duties included the maintenance of product inventory, identification of product market characteristics, preparation of status reports, and recommendation of actions to increase inventory movement.

Marketing Associate, Bigger Than Life Incorporated. Supported the Director of Marketing in conducting market research including a competitor analysis and implementation of market survey. Compiled results, statistically analyzed trends, identified deviations from expectations, and presented research data to management counsel for strategic planning decisions.

SPECIALIZED TRAINING

George Washington University Courses: Cost Reimbursement Contracting; Contract Performance Measurement; Design-Build Contracting

National Contract Management Association Courses: Contract Costs; Commercial, Environmental, and International Contracting; Federal Acquisition Streamlining Act; Market Research; Risk Management for the Contracting Professional

Federal Publications Courses: Davis-Bacon Act; Service Contract Act

Hawaii Chamber of Commerce Seminars: Facilitator Training; Federal Contracting; Local Small Business and Federal Contracting

University of Hawaii Graduate Courses: Cost Accounting; Labor Law; Facilitation; Negotiation; Leadership and Human Resources Management; International Management; Business and Environmental Regulations

EMPLOYMENT HISTORY

05/2007- present, ECC, Honolulu

04/1997 – 04/2007, Earth Tech, Honolulu

09/1992 - 04/1997, Ogden Environmental & Energy Services, San Diego and Honolulu

04/1991 - 08/1992, McDonnell Douglas, San Diego

06/1989 - 09/1990, Uni Distribution Corporation, San Diego

01/1989 - 06/1989, Bigger Than Life Incorporated, San Diego

PROFESSIONAL CERTIFICATION

Certified Professional Contracts Manager (CPCM)

PROFESSIONAL ORGANIZATIONS

National Contract Management Association (NCMA): Advisory Board Director. Past: Registration Committee Chair Leader of Aloha Chapter

Department of Defense (DoD) Western Region Council for Small Business Education and Advocacy: Past: Hawaii Chapter DoD Annual Hawaii Small Business Forum Planning Committee Member

Hawaii Procurement Institute (HPI): Past: Fund Raising Committee Member

Women in Renewable Energy (WiRE)