**Mary Rodriguez**

**littlemary2525@gmail.com or**

**520-266-4830**

**CLEARANCE: ACTIVE SECRET**

**PROFESSIONAL EXPERIENCE:**

Over twenty-five years supporting DoD Federal contracts with experiences ranging from deputy program/project management, information technology support services, project administration, human resources, and contract support. A highly adept and solution-focused Talent Acquisition Management Administrator with a proven track record of recruiting for over ten years managing and administering contracts totaling over $20,000,000/year involving over 200 contractor employees. Exceptional project management skills, successfully organizing diverse resources to achieve targeted objectives, including team members, budgets, and schedules.

**Deputy Project Manager /Technical Recruiter Oct 2018 – Jan 2022**

**ProSync Technology Group, LLC (Federal Contractor)**

**Fort Huachuca, AZ**

* Perform full life cycle recruiting activities
* Maintain Applicant Tracking System (ATS) iCIMS, job postings, candidate details, workflow, etc.
* Source talent by utilizing the ATS, job boards, postings, referrals
* Attract applicants by placing job advertisements, networking, using job boards and other sources to generate interest from candidates.
* Source, phone screen, schedule interviews, and manage the entire candidate process, including offer negotiations and closing candidates
* Build and own a sourcing pipeline and candidate pool.
* Build and maintain network of potential candidates through proactive market research and on-going relationship management
* Attend recruiting events that support recruiting initiatives
* Recommend candidates for employment/termination, conduct performance evaluations and salary reviews
* Recruit passive candidates and gauge chemistry to understand their motivation
* Consult with candidates and guide them through the proposal timeline and hiring process
* Screen talent to ensure candidates are qualified, cultural fits, and fully vetted for their interest in the role
* Negotiate offers, prepare offer letter requests, and follows up to ensure success in closing candidates
* Support pre-award surge hiring and program transition kick-off’s to market operations
* Reviewed and approved timesheets for employees
* Performed inventory and property management functions
* Prepared travel cost estimates
* Approved expense reports for compliance to corp. requirements and government constraints for specific contracts and task orders
* Provide Travel Expense Report training to incoming employees.
* Ensure employees charge against authorized travel charge codes for proper invoicing under the terms and conditions of related contracts.
* Monthly reconciliation of corporate credit card charges
* Identify, monitor, and track new opportunities using a variety of US Government & commercial procurement portals such as FedBizOps, GovWin.
* Attend industry day events, trade shows, conferences, capture business intelligence, and promote.
* Responsible for identifying, capturing, and maintaining a pipeline of opportunities
* Coordinates any project changes, problems, or issues with the customer
* Coordinates any project changes, problems or issues with the sponsoring Government agency/office that would affect the project schedule or any of the deliverables

**Business Development/Capture Manager May 2017 – Aug 2018**

**AGM (****Federal Contractor)**

**Sierra Vista, AZ**

* Identify, monitor, and track new opportunities using a variety of US Government & commercial procurement portals such as FedBizOps, GovWin.
* Read and understand Government RFPs, RFOs, RFQs, Amendments, Sources Sought Notices, and other proposal-related documents, to facilitate and coordinate the preparation of responses.
* Maintain the Proposal Master Calendar/Schedule and Documentation Control, including the source of all solicitation and proposal documents.
* Interface with the Contracts department to obtain corporate and subcontractor information as required for proposal submittals.
* Develop, collect, coordinate, and organize subcontractor data call inputs into the proposal.
* Support proposal writing, research activities, and editing/proofreading of some proposal sections
* Prepare proposal production activities for all review meetings and final submission.
* Develop proposal production activities for kickoff meetings, status meetings, review meetings, and final approval submissions.
* Maintain proposal central document library and configuration management
* Engage potential teaming partners and help initiate NDAs and assist in creating Teaming Agreements.
* Assist with weekly and monthly reports summarizing Business Development pipeline metrics and department activities.
* Attend industry day events, trade shows, conferences, capture business intelligence, and promote.
* Build and own a sourcing pipeline and candidate pool.
* Build and maintain network of potential candidates through proactive market research and on-going relationship management
* Attend recruiting events that support recruiting initiative

**Contract Acquisition Specialist May 2016 – Apr 2017**

**Technical Solutions & Maintenance Inc., (Federal Contractor**

**Ft Huachuca, AZ (Customer-USAICoE)**

* Assist with developing the requirements package (examples include Performance Work Statements, Acquisition Plan, Acquisition Strategy, Market Research, etc.).
* Provide onsite source selection support assistance during the source selection process.
* Assist in the development of proper evaluation factors/criteria.
* Assist in ensuring evaluation ratings are applied consistently and under the Source Selection Plan and Solicitation.
* Assist with compiling Government data, draft reports, final reports, and assistance with preparing a presentation that summarizes the information.
* Assist with the weekly meetings and agenda
* Assist with the government cost estimates

**Expense Report Auditor Feb 2016 – Apr 2016**

**Ice, Inc., (Federal Contractor)**

**Sierra Vista, AZ**

* Audit a high volume of Travel Expense Reports ensuring accuracy, completeness, and compliance with Travel Policy.
* Reconcile individual Travel Expense Reports to Company credit card charges to determine amounts due to employees.
* Assist employees with corrections to their expense report submissions
* Make corrections to expense reports when necessary and follow up with employees for confirmation of the modifications and to enhance the accuracy of future Travel Expense Report submissions.
* Provide Travel Expense Report training to incoming employees.
* Ensure employees charge against authorized travel charge codes for proper invoicing under the terms and conditions of related contracts.
* Monthly reconciliation of Company Travel Clearing account – reconciling corporate credit card charges against processed Travel Expense Reports.
* Process periodic updates of Per Diem and Lodging limits in the expense reporting system.
* Provide administrative support within the Finance Department as required.

**Sr. Program Analyst Dec 2004 – May 2015**

**General Dynamics**

**Sierra Vista, AZ**

* Responsible for post-award program management support, providing a seamless transition for the client from acquisition to implementation.
* Assist in program management activities, including proposal support, requirements management, schedule and risk management, quality assurance, and budget oversight.
* Produced financial forecasting and monitoring for contracts/task orders
* Performing detailed cost analysis on closeouts
* Ensured adequate funding availability by maintaining accurate records of expenditures
* Prepare expenditure projections and submit timely requests for additional funding to the government.
* Reviewed and approved monthly invoices for customer's and prepared monthly status reports
* Approved subcontractors' invoices for billing
* Reviewed and approved timesheets for employees and subcontractors to ensure compliance.
* Monitored, identified errors, and prepared labor corrections
* Ensured compliance with all government, corporate, and customer rules and regulations with JTR, FAR DFAR, and GSA
* Maintained property records for Government-furnished equipment (GFE's)
* Performed inventory and property management functions
* Prepared travel authorizations, disbursement vouchers, and check requests
* Reviewed expense reports for compliance to corp. requirements and government constraints for specific contracts and task orders
* Audit a high volume of Travel Expense Reports ensuring accuracy, completeness, and compliance with Travel Policy.
* Reconcile individual Travel Expense Reports to Company credit card charges to determine amounts due to employees.
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* Attend recruiting events that support recruiting initiative

**Office Manager Jun 2002 – Jun 2005**

**Brinks Construction**

**Sierra Vista, AZ**

* Managed subcontractors' invoices for billing and accounting purposes
* Developed and processed files for work orders from homeowners
* Provided detailed records to track the current and projected status of projects

**Data and Systems Analyst Sep 2003 – Sep 2004**

**ORI Services Corp., (Federal Contractor)**

**Ft. Huachuca, AZ**

* Maintained Army database with information obtained from a variety of sources.
* Researched, controlled, and examined data and files.
* Ensured proper documentation was available on all standard processes.
* Ensured timely delivery and accuracy of all documents.
* Provided assistance to users in accessing and using PD2.
* Installed new and expanded existing personal computer-based systems.
* Determine required hardware and software in conjunction with end-users.
* Trained PC users of the use of equipment and software applications.

**Media Specialist Mar 2003 –Dec 2004**

**University of Arizona**

**Sierra Vista, AZ**

* Consulted with staff and faculty to determine media production needs.
* Operated and maintained office and media equipment.
* Set up equipment per federal standards and production needs.
* Maintained records, logs, and data and compiled routine reports.
* Prepared departmental reports, equipment reports, inventory, work orders, and supply requisitions

**IT Support Specialist Sep 2001- Apr 2002**

**Dentist Office**

**Sierra Vista, AZ**

* Provided technical and software support for local users.
* Assisted users in accessing and using Dentrix software.
* Installed new personal computer systems.
* Determine required hardware and software in conjunction with end-users.
* Scheduled and confirmed patient appointments.
* Greeted patients upon arrival and completed the necessary process for patient visits.
* Verified dental coverage and eligibility
* Collected patient payments and balanced cash receipts for the day
* Processed insurance claims.

**Purchasing Agent Jul 1996 – Aug 2001**

**Cabaco Inc., (Federal Contractor)**

**Sierra Vista, AZ**

* Purchased software and computer equipment
* Reviewed and analyzed purchase requisitions
* Prepared bid specifications
* Packed and shipped packages to vendors and other store locations
* Assisted customers in locating needed merchandise, materials, and supplies
* Reviewed and approved monthly invoices for customer's and prepared monthly status reports
* Approved subcontractors' invoices for billing Support the project management team with monthly spend plan documentation deliverables
* Proactively perform all activities involved in the management of material procurement to include tracking cost by job numbers, monitoring budget expenditures, tracking delivery dates and notifying the receiving party when materials are delivered
* Update material tracking database in a timely and accurate manner so that it can be accurately used to provide immediate material and funding status to the customer in real time
* Coordinate with material buyers and project/program personnel to ensure all required documentation is received for processing of purchase requisitions/orders
* Maintain good rapport with customers to understand their specific needs to ensure correct parts and products are requested
* Receive and ship materials to vendors or government entities; prepare government DD Form 1149 documents as required

**EDUCATION/TRAINING:**

* BS Information Technology University of Phoenix
* Business Administration Cochise College
* Security ACAVS Training February 6, 2007
* ERes User and BD User Training November 28, 2007
* Project Management Training March 2009
* HR ResumeWare Training 2009, 2011
* Synchronized Pre-deployment & Operation Tracker June 2011
* ITIL V3 Foundation Issued on October 18, 2012

**SKILLS:**

* Microsoft Word, Excel, PowerPoint, Project, Access, Publisher, Adobe, QuickBooks, Outlook,
* Dentrix, ResumeWare, IFS, and ESM Purchasing Systems
* Travel System Concur
* DISA DECC Provisioning Online (DEPO) BMC Remedy (ITSM)
* Deltek Time and Expense
* Unanet time and Expense
* GovWin, FBO/BETA SAM
* Capture 2 Proposal
* iCIMS
* Federal Procurement Data System