

Procurement/Contract Manager

Professional Procurement/Contract Manager with extensive experience in:

- Development of scope of work;
- Production of solicitations;
- Source Selection;
- Intellectual Property license analysis and negotiation;
- Negotiation of external client agreements, as well as internal subcontracts;

for the public utility, defense contracting, manufacturing, and construction industries.

Highly skilled communicator with excellent analytic, negotiation and organizational skills.

~Professional Experience~

Software House, International, Somerset, NJ, 2004 - Present

SOFTWARE COMMODITY MANAGER

Consult full time to a telephony industry leader as their Software Commodity Manager. Negotiate license and maintenance agreements for internal use software; negotiate service agreements for software implementation. Provide general procurement management consulting for IT.

Enercon Services, Inc., Mt. Arlington, NJ, 2003 - Present

CONTRACT MANAGER

Develop and negotiate subcontracts for nuclear power plant modifications. Review and assist in negotiations with client contracts, proposals.

Nestor Associates.Com, Mount Tabor, NJ, 2000-Present ¹

PRINCIPAL CONSULTANT

Provide full-service contract management services as an independent consultant to several businesses.

GPUN, Inc., Parsippany, NJ, 1989-2000

MANAGER, ACQUISITIONS

- Managed procurement of nuclear fuel and related services, software licenses and computer hardware.
- Managed Minority Business, Women Enterprise Program.
- Developed GPUN's software license policies, Y2k compliance program.
- Supervised, trained and coached seven member staff of Corporate Headquarters Procurement Department.
- Regularly interacted with senior management and executive levels on matters concerning functional areas, and internal customers.
- Established operational objectives and assignments, and delegated assignments to subordinates.
- Led several initiatives to enhance efficiency of department, including MIS systems, upgrade of contract terms and conditions, training and policy development.
- Analyzed, created and implemented methodology for assignment of contractual commitments as part of divestiture team during sale of company's assets. Directed 50 procurement personnel in this process. Divestiture successfully concluded as scheduled.

SENIOR CONTRACT ADMINISTRATOR

- Lead Contract Administrator for all nuclear fuel, software, computer hardware procurement, major license negotiations and technical agreements.
- Managed supply chain for diverse service contracts and procurement of major equipment items for power plants and corporate office.
- Trained and coached staff of six Contract Administrators and Buyers.
- Interfaced with Legal, Accounting, Engineering functions in development and administration of contracts.
- Provided proposal and contract development services as member of a cross functional team formed to market nuclear services to the Federal Government and nuclear utility industry.

¹ (See www.nestorassociates.com for project details)

H. F. Henderson Industries, West Caldwell, NJ, 1986-1989

CONTRACT MANAGER

- Administered and directed others in administration of DOD and commercial contracts for Minority Business Enterprise manufacturing company.
- Coordinated with legal, information technology (IT), and finance/accounting on matters involving product requirements, contractual terms, royalty/license payment processes and software acquired for internal use, trained contract administrators and buyers.
- Developed, implemented, and maintained policies, procedures, and management procurement control systems to reduce costs, streamline procedures and implement solutions.
- Assisted in pricing proposals, reviewed and negotiated Terms and Conditions, and approved all proposals from contractual perspective. Made presentations to prospective clients.
- Led the Federal Procurement team, developed strategies for the commodity supply base, identifying and developing outside services in support of the teams' efforts, and coordinating procurement efforts.

CE - Lummus Crest, Inc. Bloomfield, NJ, 1977-1986

SUBCONTRACT MANAGER

- Established and implemented procurement policies for headquarters of petrochemical engineering services and construction division of Combustion Engineering.
- Planned activities related to the timely, cost-effective procurement of internal project subcontracts and directed Contract Managers in their implementation.
- Developed and negotiated major subcontracts.
- Performed proposal management, contract administration, project management, and procurement management functions on Federal (DOE & DOD) Government contracts. Realized highest profit margin on project in Division in 1985.

SUBCONTRACT ENGINEER

- Initiated and administered project contracts for construction of petrochemical plants, worldwide.
- Wrote and estimated portion of proposals addressing contracts, made presentations to prospective clients.

PROCUREMENT SPECIALIST/BUYER/COORDINATOR

- Purchased rotating and fabricated equipment, computerized instrumentation systems, electrical and specialty items, and services.
- Assigned to West German office for 6 months, providing procurement/coordination services for construction projects in Europe. Performed assignment in German language.

~Education~

- Montclair State College, Upper Montclair, NJ - BS in Business Administration, 1977 magna cum laude
- Proficient in MS Office application, various word processing and Dbase programs, and Windows operating system.
- Software Licensing workshops
- Various leadership, legal, motivational workshops and seminars.

~Professional Associations/Community Leadership~

- Past President, National Contract Management Association, Northern NJ District
- Past Officer Toastmasters International
- Past President of Board of Trustees Mount Tabor CMA (Homeowner's Association)
- Committee Chari, Troop 39 Boy Scouts Of America
- Publicity Chair, Parsippany Parents of Exceptional Children
- Finance and Stewardship Committee Chair, UMC at Mount Tabor
- Hold current Stationary Engineer's License, State of New Jersey

~Veteran Status~

PETTY OFFICER 2ND CLASS, ELECTRICIAN, NUCLEAR (Submarine) Vietnam Era, Honorable Discharge