

Darnell Hughes

CONTRACT SPECIALIST

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Summary

Contract specialist with 5 years in procurement and federal contract administration, now supporting Army and NASA programs at a Huntsville engineering firm. Handles proposals, contract negotiation, modifications and closeouts under FAR and DFARS on a \$380M portfolio of 45 contracts. Pairs attention to detail with strong communication skills across program, finance and legal teams.

Skills

- Contract Administration • Contract Negotiation • FAR • DFARS • Procurement • Market Research • Excel • Word
- Attention to Detail • Communication Skills

Experience

Contract Specialist

03/2023 - Present

Monte Sano Technical Services, Inc.

Huntsville, AL

Engineering services contractor with 1,400 employees supporting Army aviation and NASA programs.

- Administer **45** prime contracts and task orders worth \$380M, including FFP, T&M and cost-plus awards.
- Lead contract negotiation on 20 modifications a year, settling rates and scope within 2% of the pricing position.
- Review RFPs and clauses for FAR and DFARS compliance, flagging cybersecurity and flowdown risks before bid decisions.
- Conduct market research on labor rates and competitors for 8 proposals, supporting 5 wins worth \$96M.

Procurement Specialist

06/2021 - 02/2023

Wheeler Precision Manufacturing

Decatur, AL

Machining and assembly supplier to defense and commercial aerospace primes.

- Purchased \$14M a year in machined parts and raw materials from 60 approved suppliers.
- Negotiated blanket purchase agreements that cut unit costs by 6% on the top 15 parts.
- Maintained complete procurement files and supplier records through 2 customer audits with zero findings.
- Built Excel price comparison sheets and Word award memos to justify every purchase over \$25K.

Education

Bachelor of Science

05/2021

The University of Alabama in Huntsville

Huntsville, AL

Business Administration

Certificates

Certified Federal Contracts Manager (CFCM)

05/2024

National Contract Management Association