Patricia Wallace

Director of Contracts

McLean, VA • (571) 555-0118 • patricia.wallace@email.com
linkedin.com/in/patriciawallace

SUMMARY

Director of contracts with 15 years in federal contracting, leading a 14-person contracts and subcontracts team at a McLean defense services company with $1.2B in backlog. Oversees contract management, negotiation and FAR and DFARS compliance from capture through closeout. Advises the CEO and CFO on deal risk and helped win 3 recompetes worth $780M in 2 years.

SKILLS

- **Contract Management**
- **Negotiation**
- **FAR**
- **DFARS**
- **Contract Compliance**
- **Subcontract Management**
- **Price Analysis**
- **Risk Management**
- **Leadership**
- **Interpersonal Skills**

EXPERIENCE

Director of Contracts 02/2020 - Present

Chain Bridge Mission Systems McLean, VA

Defense and intelligence services contractor with 3,500 employees.

- Direct **14** contracts, subcontracts and pricing staff managing 160 prime contracts and 400 subcontracts.
- Negotiate the company's largest awards, including a $480M IDIQ and 2 recompetes worth $780M combined.
- Built the contract compliance program behind approved purchasing, estimating and accounting systems.
- Advise the CEO and CFO on risk management for teaming, IP and liability terms on every bid over $50M.

Contracts Manager 05/2015 - 01/2020

Dulles Corridor Technologies Herndon, VA

IT and engineering contractor serving DoD and civilian agencies.

- Managed 6 contract specialists and a $500M portfolio of defense and civilian agency contracts.
- Negotiated 40 contract actions a year with contracting officers, including $12M in equitable adjustments.
- Standardized subcontract management templates, cutting supplier award time from 45 to 28 days.

Contract Specialist 06/2011 - 04/2015

Belle Haven Federal Services Alexandria, VA

Logistics and training contractor for Navy and Army customers.

- Administered 35 FFP and cost-plus contracts for Navy and Army customers.
- Assembled representations and certifications for 20 proposals a year.
- Completed price analysis on subcontractor quotes for 50 awards.

EDUCATION

Bachelor of Science 05/2011

Virginia Tech Blacksburg, VA

Business Administration

CERTIFICATES

Certified Professional Contracts Manager (CPCM)

National Contract Management Association

11/2016