

Christopher Adeyemi

Senior Contract Specialist

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SUMMARY

Senior contract specialist with 9 years in federal contracting, leading proposals and contract negotiation for a Reston IT services contractor with \$650M in active work. Administers prime contracts, GSA schedules and IDIQ task orders under FAR and DFARS, and coaches 3 junior specialists. Brings careful analytical skills to pricing, terms and risk review.

SKILLS

FAR • DFARS • Contract Negotiation • Contract Administration • Proposal Compliance • Price Analysis
GSA Schedules • Excel • Word • Analytical Skills

EXPERIENCE

Senior Contract Specialist

08/2021 - Present

Sunrise Valley Federal Systems

Reston, VA

IT modernization contractor with 2,000 employees serving civilian and defense agencies.

- Manage **30** prime contracts and IDIQ task orders worth \$650M across 9 federal agencies.
- Lead contract negotiation on 15 new awards and recompetes a year, protecting fee and data rights terms.
- Review RFP instructions and FAR and DFARS clauses for 25 proposals a year, writing each compliance matrix.
- Coach 3 contract specialists on modifications, options and closeouts; all 3 earned the CFCM within 2 years.

Contract Specialist

06/2017 - 07/2021

Potomac Bridge Consulting

Arlington, VA

Management and IT consulting firm with 450 employees.

- Administered 40 T&M and FFP contracts plus GSA schedules with \$90M in annual sales.
- Completed price analysis on 60 subcontractor quotes, documenting fair and reasonable pricing for each award.
- Processed 120 contract modifications a year in Word and Excel, keeping every file audit-ready.
- Drafted 50 NDAs, teaming agreements and consulting agreements for business development.

EDUCATION

Bachelor of Science

05/2017

George Mason University

Fairfax, VA

Business Administration

CERTIFICATES

Certified Professional Contracts Manager (CPCM)

National Contract Management Association

03/2022