

Brianna Coleman

Subcontracts Administrator

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SUMMARY

Subcontracts administrator with 5 years in aerospace procurement, currently managing 85 subcontracts and purchase orders worth \$150M on military aircraft programs in Fort Worth. Places FFP and IDIQ subcontracts, completes price analysis and negotiation, and passes FAR, DFARS and ITAR terms down to suppliers. Works closely with engineering, quality and program teams.

EDUCATION

Bachelor of Business Administration

05/2021

The University of Texas at Arlington
Supply Chain Management

Arlington, TX

EXPERIENCE

Subcontracts Administrator

05/2023 - Present

Trinity Forge Aerostructures

Fort Worth, TX

Aerostructures supplier with 2,200 employees building fuselage and wing parts for defense aircraft.

- Administer **85** subcontracts and purchase orders worth \$150M from RFQ through closeout.
- Complete price analysis on supplier proposals, documenting fair and reasonable pricing for 40 awards a year.
- Negotiated FFP and IDIQ subcontracts that saved \$4.6M against the program budget over 2 years.
- Apply FAR, DFARS and ITAR flowdowns for 60 suppliers and verify export licenses before data release.

Buyer

06/2021 - 04/2023

Benbrook Machining Group

Fort Worth, TX

Precision machining shop with 300 employees serving defense primes.

- Purchased \$9M a year in castings, forgings and fasteners from 45 suppliers.
- Raised supplier on-time delivery from 82% to 93% with weekly Excel scorecards.
- Wrote purchase order terms in Word covering quality flowdowns for 3 new defense customers.
- Resolved 30 nonconformance cases with suppliers and quality, recovering \$210K in rework charges.

SKILLS

Subcontract Administration • Federal Acquisition Regulations (FAR) • ITAR • IDIQ • FFP • Price Analysis
Negotiation • Excel • Word • PowerPoint

CERTIFICATES

Certified Professional in Supply Management (CPSM)

Institute for Supply Management

11/2024