

Daniel Alexander

Objective - To continue evolving as a results-oriented leader, facilitator, trainer, and useful member of my local, regional, and national community.

Key Skills/Competencies

- Performance and Result Oriented
- Superior Written and Oral Communications
- Business Process Improvement
- Experienced Program Manager
- Strategic Planning and Alignment
- Change Management
- Trainer/Instructor
- Presentations and Briefings
- Consensus Building
- Experienced Contracting Officer
- Conflict Resolution
- Human Resource Management
- Sales & Marketing
- Experienced Negotiator
- Customer Focused
- Budget & Spend Plan Development
- Trained Facilitator & Team Builder
- Leverage diversity

Profile

Experienced (**20 yr**) federal Contracting Officer, Program Manager, and Enterprise-Wide Training professional with substantial leadership ability and background in Federal Information Technology (IT), Construction, Architectural/Engineering, Facilities Support Services, and Supply contracting; business process re-engineering, change management, policy development, and budget as well as spend plan development. I have also had significant private sector sales and marketing experience (**6 yr**). I possess superior oral, written, presentation and computer skills. Highly effective in developing and supervising the implementation of strategic and tactical plans to achieve performance goals through results oriented strategies. Build successful coalition among various federal agencies and industries. Exceptional team builder with consistent record of managing successful major acquisition projects within schedule and budget including serving as Program Manager one of four Government-Wide Acquisition Contracts, Commerce IT Solutions Next Gen (an, \$8 Billion Contract). I have also served my community for over 15 year various local organizations. My avocation was acting in volunteer and professional settings. Status: Career w/20+ years, GS-1102-14 – ZA-4; Private Industry, Manufacturing and Retail Sales 6 years, Community Service >15 years. USA

Highlights and Accomplishments of Work Experience

January 2006 – August 2006 **Enterprise-Wide Training Program Manager**

U.S. Department of Commerce, Office of the Secretary, Chief Financial Officer and Assistant Secretary Administration, Office of Acquisition Management and Finance Assistance, Commerce Acquisition Systems Division, Washington, D.C.

Supervisor(s): Chris Makris, 202-482-3803; Status: Career; GS-1102-14 ZA-4

“Strategic Thinker” and “Consensus Builder” bringing independent bureau representatives together to coordinate and manage expectations. Facilitating messaging, and maintaining a steady stream of effective communications at all levels to ensure effective training is delivered, ensuring efficient acquisition system operations enterprise-wide. **Results: Successfully developed and implemented a training plan across an autonomous organization to train several thousand users on a new IT system with limited resources in an extremely short time frame.**

December 2005 – December 2006 **COMMITTS NexGen Program Manager**

Supervisor(s): Mike Anastasio, 202-482-6100; Status: Career; GS-1102-14 ZA-4

Manager of an 8 Billion Dollar Government Wide Acquisition Contract; Served as the Head of Contracting for Division; Developer of Long-Range (10 year) Spend Plans and Revenue Projections; Coordinator of annual reporting submissions to Office of Management and Budget; Author of various papers, presentations, and guest speaker on national forums; Web designer; Published in Federal Times (July 29, 2005) and Federal Computer Weekly (April 2005); Author of the COMMITTS NexGen Ordering Guide; Designer of COMMITTS NexGen Logo & Marketing Banner **Results: Managed a successful large business within the confines of the federal bureaucracy with limited staff, satisfying the IT needs of various executive agencies.**

July 2004 – November 2005 **Commerce Information Technology Branch Chief and Head of Contracting**

U.S. Department of Commerce, Office of the Secretary, Chief Financial Officer and Assistant Secretary Administration, Office of Acquisition Management and Finance Assistance, Commerce Acquisition Systems Division, Washington, D.C.

Supervisor(s): Tiffany Hixson, 202-482-6100 (Transferred); Status: Career; GS-1102-14 ZA-4

Head of Contracting (Senior Contracting Officer with an unlimited signatory authority warrant) for the Bureau/Agency (Office of the Secretary) and responsible for exercising personal initiative and sound business judgment in providing the best value product or service to meet our customer’s needs (\$100 million annually). **Results (1) our customers were satisfied in terms of cost, quality, and**

timeliness of the delivered products or service; (2) our administrative operating costs were minimized (7 total contracting staff as well as limited contractor support to deliver \$100 million in Information Technology based contracts annually), (3) that our business was conducted with integrity, fairness, and openness; and (4) that public policy objectives were fulfilled.

November 2003 – June 2004 **Customer Outreach Team Leader**

U.S. Department of Commerce, Office of the Secretary, Chief Financial Officer and Assistant Secretary Administration, Office of Acquisition Management and Finance Assistance, Commerce Acquisition Systems Division, Washington, D.C.
Supervisor(s) Tiffany Hixson, 202-482-6100 (Transferred); Status: Career; ZA-4 GS-1102-14 ZA-4

Supervised a team to improve the overall efficiency and effectiveness of the organization; marketed the contracting office's policies and qualities to the program offices and built partnerships with our customers thru training and marketing techniques, to create "Business Brokers" from early on in the process; and trained our own contracting folks to become true "Business Brokers." **Results: Developed 12 standard operating guides in 3 months; developed, implemented, and deployed training to the Office of the Secretary customers with a training success rate of 87% (learned rate) within 6 months.**

September 1993 – November 2003 **National Senior Contracting Officer/Technical Functional Discipline Leader**

U.S. Department of Transportation, Federal Highway Administration, Federal Lands Highway Office, Washington, D.C.
Supervisor(s): Arthur Hamilton, 202-366-9494 Status: Career; GS-1102-14 Step 8

National Senior Contracting Officer with an unlimited signatory authority warrant, procurement analyst, and Technical Functional Discipline Leader for the organization, I was responsible for exercising personal initiative and sound business judgment in providing the best value product or service to meet our customer's. **Results: (1) our customers were satisfied in terms of cost, quality, and timeliness of the delivered products or service needs; > 360 actions annually Nationwide with a total contract value greater than \$300 million.); (2) our administrative operating costs were minimized (Results: 20 total contracting staff to deliver \$330 million), (3) that our business was conducted with integrity, fairness, and openness; and (4) that public policy objects were fulfilled.**

September 1985 – September 1993 **Supervisory Contracting Specialist**

U.S. Dept of Defense, Dept of the Navy, Naval Facilities Engineering Command, Chesapeake Division, Washington, D.C.
Supervisor(s): Norma Jean Schnakenburg, Retired Status: Career; GS-1102-13

As the Acting Director of the Operations Divisions I was responsible for policy and operations divisions and literally all facets of the acquisition cycle including acquisition planning, pre-award, award, and contract administration including contract close-out for construction, architect/engineering, facilities support services, and supply contracts. My primary roles were as Head of the Architect/Engineering (AE) Branch. **Results: 530 contract actions annually at \$26 - \$32 million per year. "He has turned 'problem employees' into high level performers. He is quick to recognize and reward his employees thru their outstanding efforts under his leadership." Director of Contracting, CHESDIV**

September 1981 – September 1985 **District Sales Manager**

Butcher Polish Co., Marlborough, MA Supervisor(s): Jeff Lunt, Retired

Sales allowed me the opportunity to study people and to develop the necessary listening skills and techniques needed to motivate a cadre of professionals (40-60) to produce at increasingly high levels of excellence. In addition to basic sales skill, advanced annual forecasting, budgeting, and planning skills were also invaluable tools used to pre-position and distribution sales materials, supplies, and manage inventory to ensure maximum profitability. I served as "keynote speaker" and resident expert to conduct end-user training sessions to audiences of 50 to 500 on a weekly basis. **Results: Increase of sales 2M - Salesman of the Year Award 1985.**

October 1979 – September 1981 **Merchandise Manager**

J.C. Penney Co, Richmond & Petersburg, VA Supervisor(s): Ross Jenkins, Retired

During my tenure with the Penney Company, I served as a buyer and merchandise manager in a wide variety of departments beginning as a trainee in Men's and Boys. After 6 months I was promoted to Sporting Goods and Hardware departments. After a very profitable quarter, I was then rewarded with additional departments, Furniture, Electronics, House wares and Toys.

Education

- Doctorate of Public Administration Kennedy-Western University, Cheyenne, WY (Regionally Accredited)
- Masters of Business Administration Strayer College, Woodbridge, VA, 1995, (GPA 4.0 of 4.0)
- Bachelors of Speech, Communication, and Theatre Arts Richmond, VA, 1978 (GPA 2.78 of 4.0)