

UNEXPIRED TERM:

HOPE M. JACKSON

BIOGRAPHIC INFORMATION

Country of citizenship: United States

Years of Military Service: 20

Retirement rank: LTC/O-5

WORK EXPERIENCE

H.O.P.E. Institute, El Paso, TX

Director/CEO (6/2012 – Present)

El Paso, TX US

* The Director functions as the Chief Executive Officer (CEO) of the corporation. In this capacity she is responsible for development and implementation of policies as well as annual goals and objectives, and financial, program, and administrative management of the corporation. Responsible for overall leadership of staff in the development and implementation of short- and long-range plans and policies and other activities.

* Responsible for administration of overall operation of the corporation, including: reviewing and evaluating the results of program activities, ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational and administrative policies and program objectives.

Cornerstone Realty, Richmond, VA and Warrior Realty, El Paso, TX respectively

Realtor/Broker (10/2001 - Present)

Richmond, Virginia US and El Paso, Texas US

* Oversee and execute marketing and sales of residential, commercial and industrial properties. Maintain good relations with builders, developers, and mortgage companies to assure all parties that environmental and historical issues have been addressed prior to final conveyance of properties. Utilize multicultural experience and communication skills to successfully recruit and close deals with international clients and buyers. As Owner/Broker of a real estate brokerage, trained, educated, and mentored sales persons and staff in all areas related to the purchase, sale, and lease of real estate.

* Through negotiations, Rent, buy, or sell property for a wide variety of clients while ensuring all contractual obligations are written and executed in accordance with regulations published by the Real Estate Commission and the Real Estate Licensing Act. Study property listings and pursue generated property leads. Accompany prospects to property sites, verify accuracy of described property features and conditions of sales, and draw up real estate contracts. Oversee signing of real estate documents, disbursement of funds, and coordination of closing activities.

US Army ADA Test Directorate, Operational Test Command (01/2007 - 04/2010) - Chief, Test Division

Fort Bliss, Texas US

* Served as senior supervisor, subject matter expert and point of contact for diverse operations and test activities of military applications vital to national security and the successful development of future

combat weapon systems. Functioned as Acting Director when Colonel absent or unavailable; served as Director in 2009-2010.

- * Accountable for providing executive direction, guidance, and leadership for technical and administrative operations associated with long-term strategic planning, resource allocation, and human resources for multi-billion-dollar programs.

PROGRAM/ ORGANIZATIONAL MANAGEMENT

- * Functioned as liaison and coordinated complex testing program activities amongst US Army Air Defense Artillery, Navy, Air Force Space Command, FAA, and other federal, military and civilian contractor representatives.

- * Oversaw daily work efforts of 50+ commissioned officers and soldiers, and multiple DoD civilians. Assigned work based on mission priorities, difficulty of assignments, and the known competencies of personnel.

- * Made decisions on operational issues and coordinated program-related changes that greatly affected other organizations. Implemented risk and safety management plans, policies, practices, and procedures that promoted efficient operations and orderly delivery of services.

- * Managed logistical requirements, human resources administration, and inter-agency coordination in preparation for and during PATRIOT and THAAD missile system test operations at Fort Bliss, White Sands Missile Range, and in Hawaii. Worked closely with DoD and contractor engineers to develop internal controls and metrics, define priorities and milestones, and concretely define program success.

- * Prepared and presented detailed briefs at the Pentagon regarding operational plans, acceptance and assessment of operational systems, and testing protocols.

- * Managed the effective implementation of annual operating budgets of \$35M+. Controlled deliverables, ensuring that they met quality benchmarks and were on schedule. Participated in the establishment of long-term budget objectives and oversaw regular reviews of actual performance against budgeted goals.

ADMINISTRATIVE/ PERSONNEL MANAGEMENT

- * Directed and oversaw human resources administration for all military and civilian personnel involved in testing programs. Managed all aspects of activities designed to help soldiers develop their careers.

- * Provided technical guidance and assistance on all areas of personnel management regulations, policies and laws. Prepared and processed recommendations for awards and decorations; monitored requests for promotions, transfers, discharges, temporary duty assignments, civilian pay, and appraisals.

- * Functioned as Strength Manager for entire directorate. Worked closely with commanders and senior HR staff in advising on recruitment and placement strategies for 270 personnel. Identified local training/development needs, labor and management-employee relations, classification and position management and other personnel matters.

- * Provided oversight, training and guidance on Equal Opportunity rules and regulations. Ensured full understanding and increased awareness of discriminatory practices and behavior.

- * Served as subject matter expert for all training for all policies, procedures, and practices. Ensured subordinate personnel were kept informed of new developments, procedures, and regulations, and recommended methods to provide better continuity and program efficiency. Evaluated the staff in the performance of their job duties and completed consistent and ongoing performance reviews to ensure all personnel were productive and successful in their positions.

**Army Contracting Agency (09/2005 - 12/2006) - Director of Contracting
Riyadh, Saudi Arabia / Doha, Qatar**

- * Served as Warranted Contracting Officer for US Army Contracting commands in two Middle Eastern locations. Accountable for providing technical guidance and oversight of annual contracting operations valued in excess of \$160M and for 700+ contractors.

CONTRACT MANAGEMENT

- * Utilized contract management expertise to lead, direct and control the contracts for diverse service and supplies vital to maintaining operations and quality of life for all US military personnel and assets in each country.
- * Initiated background investigations of proposed contractors. Solicited and evaluated responses to bid requests, including assessment of price reasonableness, adequacy of competition, and compliance with solicitation. Analyzed price proposals, financial reports, and other contract-related data before signing off on contracts.
- * Managed all Quality Control and Quality Assurance processes, inspections and reviews. Evaluated contract performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations. Approved or rejected requests for deviations from contract specifications and delivery schedules.
- * Monitored, reviewed, and determined if contractor performance was in compliance with contract specifications. Identified fraudulent representation and violation of contracted services. Initiated corrective action, ensuring that all defects were corrected or completed.

ORGANIZATIONAL MANAGEMENT

- * Developed and implemented comprehensive training program for contracting representatives and inspectors. Educated on contracting processes, legal technicalities and language, quality and compliance reviews, and all other functional areas.
- * Ensured all human resources processes were administered accurately and on time. Reviewed and coordinated actions and ensured all suspensions were met. Enforced EEO directives to ensure all employee relations were consistent with federal laws and Army objectives.

KEY ACCOMPLISHMENTS

- * Recognized for successful execution of multi-million dollar contracting operations in extremely understaffed commands. Effectively directed three military and civilian personnel who, in turn, administered contracts for and supported 700+ contractors. Incredible performance levels and ethical services resulted in contract administration team nominated for Department of Defense 'David Packard Excellence in Acquisition Award'.
- * Praised for transferring all Army contracting oversight in Saudi Arabia to the Air Force in 79 days, greatly exceeding timeline and budgetary expectations.
- * Demonstrated expertise resulted in being selected to evaluate all DoD and military contract processes in Kuwait. Praised for identifying redundancies and eliminating needless bureaucracy, resulting in improved operational efficiency and substantial financial savings.

US Army, Defense Supply Center (06/2000 - 08/2005) - Chief, Procurement Branch/ Contracting Officer Richmond, Virginia US

- * Led, directed, and coordinated diverse contracting and procurement activities for a Defense Logistics Agency (DLA) facility serving as the primary source for Class IX repair parts and supply items for all military aviation systems. Accountable for interpretation and execution of all operational, administrative, and technical functions related to logistical control, market research, contract awarding, and tracking processes.

PROGRAM MANAGEMENT

- * Planned, managed and oversaw procurement actions for items ranging from small purchases to long-term, multi-million dollar contracts. Reviewed, analyzed, and coordinated broad, complex, unique and sensitive procurement and acquisition issues from defining requirements to awarding contracts.
- * Served as Contracting Officer; responsible for overseeing contract negotiation, administration, and termination. Served as formal liaison and point of contact for global industry powerhouses, including Raytheon, Lockheed Martin, Honeywell, Northrop Grumman, etc.
- * Functioned as a team leader, negotiator, and project coordinator responsible for all pre-award and post-award contracting functions. Directed feasibility analyses, wrote long-term (5-year) contracts, and managed completion of all required research and documentation. Helped conduct investigations of proposed services and products. Prepared documents explicating price breakdowns for parts/items costing more than \$550K each.
- * Developed and oversaw implementation of a novel tracking system for managing all invoices and payments. Worked closely with Quality Assurance/Quality Control specialists to perform internal audits, ensuring compliance with all regulations and program objectives.
- * Tasked with resolving contractor issues and disputes, including those that arose after contract placement. Represented the DLA during contract negotiations and provided testimony during lawsuits due to perceived inequity in the awards process.

ORGANIZATIONAL MANAGEMENT

- * Commanded and managed operations of up to 205 civilian personnel (organized into four branches, each of which was supervised by a GS-13).
- * Oversaw effective implementation of Directorate annual operating budgets of \$30M+.

OTHER DUTIES

- * Volunteered to serve as Chief of DLA Contingency Support Team in Kosovo in support of Operation Joint Guardian. Directed and coordinated distribution of \$2.4M worth of subsistence and repair parts to joint task forces operating in arduous and politically unstable environments.

KEY ACCOMPLISHMENTS

- * Recognized for developing and implementing process improvements that reduced contract award processing times by 85%.
- * Hand-selected by Commanding General to serve as Deputy Division Chief for Procurement Support.
- * Demonstrated expertise and drive to succeed resulted in being hand-selected to serve as Branch Chief for a Concept Demonstration Team for Business Systems Modernization.

EDUCATION

Master of Business Administration
Averett University-Richmond Campus
Glen Allen, Virginia US
Conferred 04/2005
GPA: 3.756 out of 4.0
Semester hours: 41
Honors: Magna cum laude

Coursework included: Contemporary Issues; Business Research and Applications; Operations Management; Marketing Strategies; Managerial Accounting; Advanced Managerial Economics; Legal Aspects; Financial Management; International Business; Strategic Management.

Bachelor of Science in Education
Troy State University
Troy, Alabama US
Conferred 06/1989

RELEVANT TRAINING

Lean Six Sigma, 2009
Advanced Testing & Evaluation, 2007
Contingency Contracting, 2001 & 2005
Acquisition Construction Contracting, 2005
Advanced Business Solutions for Mission Support, 2005
Commanding General's Staff College, 2003
Contracting Fundamentals, 2001
Government Contract Law, 2001
Contract Pricing, 2001
Intermediate Contracting, 2001
Materiel Acquisition, 2000

ADDITIONAL INFORMATION

SECURITY CLEARANCE

Secret Security Clearance.

CERTIFICATIONS

Defense Acquisition Workforce Improvement Act (DAWIA), Level III Certified in Contracting
(Level III [Advanced or Senior] is equivalent to GS-13 and above)

Defense Acquisition Workforce Improvement Act (DAWIA), Level III Certified in Test and Evaluation
(Level III [Advanced or Senior] is equivalent to GS-13 and above)

Defense Acquisition Workforce Improvement Act (DAWIA), Level II Certified in Program Management
(Level II [Intermediate or Journeyman] is equivalent to GS 9-12)

TECHNICAL SKILL SET

Microsoft Office Word, Excel, PowerPoint, Outlook
Military software and databases:
SIDPERS-3 (Standard Installation and Division Personnel Reporting System)
PureEdge Forms/Viewer
DTS (Defense Travel System)
CAPPMS (Career Acquisition Personnel & Position Management Information System)
eMILPO (Electronic Military Personnel Office)
iPERMS (Interactive Personnel Electronic Records Management System)
TAMIS (Total Ammunition Management Information System)

AWARDS AND DECORATIONS

Legion of Merit

Defense Meritorious Service Medal

Joint Service Commendation Medal

Meritorious Service Medal

Army Commendation Medal (2)

Army Achievement Medal (2)

National Defense Service Medal (2)

Southwest Asia Service Medal w/ Bronze Service Star

Global War on Terrorism Expeditionary Medal

Global War on Terrorism Service Medal

Korean Defense Service Medal

Army Service Ribbon

Overseas Service Ribbon (2)

NATO Medal

Kuwait Liberation Medal (Saudi Arabia)

Kuwait Liberation Medal (Kuwait)

Parachutist Badge

COVER LETTER INFORMATION

Dedicated, exacting, and solutions-focused professional with over 20 years of distinguished service as a commissioned officer in the US Army. Exceptionally rated and highly influential in various aspects of the technical and tactical doctrines and operations vital to identifying, developing, implementing, and maintaining processes to maintain and positively impact soldier readiness, ensure rigorous compliance with all rules and regulations, and establish mutually beneficial relationships with diverse and multicultural groups of people.

Demonstrated skills in preparing acquisitions plans, establishing procurement objectives and contractual strategies, and managing extremely complex programs for multibillion-dollar combat systems. Adept and coordinating activities between the military, federal agencies, and industry contractors. Regarded for unrivaled ability to produce winning results by effectively managing and mentoring personnel, directing human resources activities, maintaining rigorous expense control, and setting clear expectations. In-depth knowledge of software operation, customer support principles, and administrative and recordkeeping protocols to manage large-scale operations.