

## **DEBBIE DONLEY**

### **EXPERIENCE SUMMARY**

Over 25 years of acquisitions experience in private industry and federal government work environments. USDOE security L clearance since 2008. I support all acquisition awards and federal contract management activities of the USDOE/NNSA/OST program offices which amount to approximately \$80 million in annual acquisition actions.

### **EXPERIENCE**

#### **Lead Acquisition Specialist – Longenecker & Associates**

**March 2015-Present**

Supporting DOE/NNSA/Office of Secure Transportation. Responsible of support to the Acquisitions and Funds Management Branch (AFMB) in the coordination, preparation, submission, and tracking of up to 950 purchase requests (PRs) per year for supplies, equipment, services, and customer service support to the federal staff located in Albuquerque, NM and Fort Chaffee, AR.

- Initiate, coordinate, prepare, submit and monitor up to 950 purchase requests per year to include service and supply contracts, equipment, purchase and task orders, interagency agreements and purchase card transactions.
- Conduct extensive market research and cost analysis to determined best government sources for purchase of supplies or service.
- Collect and analyze financial data and reconcile monthly government purchase card statements and purchase card contract using complex Microsoft Excel worksheets
- Develop desktop procedures and instructional guides for processing purchase requests and reconciling contracts, and purchase cards using Microsoft Works.
- Work daily in government systems to include; IPortal, STRIPES, VIAS and OST SharePoint.

#### **Lead Acquisition Specialist – Innovative Technology Partnerships**

**April 2009-March 2015**

Supporting DOE/NNSA/Office of Secure Transportation. Responsible of support to the Acquisitions and Funds Management Branch (AFMB) in the coordination, preparation, submission, and tracking of up to 950 purchase requests (PRs) per year for supplies, equipment, services, and customer service support to the federal staff located in Albuquerque, NM and Fort Chaffee, AR.

#### **Contracts Specialist/Buyer – Chugach McKinley**

**August 2008-April 2009**

Supporting DOE/NNSA. Responsible for acquisition planning and procurement of equipment, supplies, services, and construction to support DOE at Kirtland Air Force Base. Maintained and managed all subcontract pricing, cost analysis, negotiations, awards, administration, terminations and close outs. Arbitrate claims or complaints occurring in performance of contracts.

#### **Contract Administrator – LMATA Gov't Services for Sandia National Laboratories**

**August 2007-August 2008**

Supporting Sandia National Laboratories. Responsible for negotiation and re-compete expiring contracts, pricing catalogs used by SNL employees. Support in analyzing supplier On Time Delivery metrics and enforce contractual terms and conditions. Liaison between SNL employees and the contracted suppliers.

**Supply Chain Analyst – MIOX Corp.**

**2004-2008**

Procured over 3 million dollars' worth of goods and services, such as raw materials, equipment, tools, parts, supplies and advertising. Maintained procurement records electronically, such as items and service purchased, costs, delivery, product quality, performance and inventories.

**Purchasing Agent – Holman's**

**2000-2004**

Procured goods and services, such as equipment, tools, parts and supplies. Reviewed bid proposals and negotiated contracts within budgetary limitations and scope of authority and successfully handled JIT (Just in Time) product coming in and out timely.

**OTHER**

Government systems to include; IPortal, STRIPES, VIAS, and FAST.

Micro Purchase Procedures training (2010)