

## **PATTY A. GOSWICK**

### **EXPERIENCE SUMMARY**

Over 35 years of experience in professional, federal government work environments that have enhanced my skills in a variety of areas. Knowledgeable in DOE's project management process. Involved in the development of Quality Control Practices, Assessments, Audits, and Environmental Control procedures and policies. Develop plans and assist in the implementation and coordination of government support requirements from internal company departments, contractors, and other federal, state, and local agencies for standard and specialized equipment.

### **DETAILED EXPERIENCE**

#### **Acquisitions Specialist – Longenecker & Associates**

**June 2016-Present**

Supporting DOE/NNSA/Office of Secure Transportation. Responsible preparing, processing, and tracking of all OST Procurement Requests for TRACOM Logistics and Training Facility.

- Log and track accepted PRs in OST procurement system, and assembles PR packages based on the type of award.
- Verify accuracy of PR information, their compliance with DOE/NNSA/OST requirements, and coordinate corrective actions as required.
- Conduct market research for sources of supply and pricing and perform cost analysis.
- Update OST database systems with PR information, track PRs and check the status of awards on a daily basis.
- Monitor status of active purchase request within the federal procurement system and coordinate actions as required.
- Coordinate invoices for payment and reconcile monthly purchase card holder accounts in accordance with AFMB procedures.
- Print award documentation, update contract files, and maintain files in accordance with OST file plan.
- Coordinate with Contract and Procurement Division, selected vendors, and receiving personnel to ensure the correct supplies and services requested are procured.
- Complete daily, weekly and monthly AFMB status reports on PRs, awards and purchase card funding.
- Participate, assist, support and conduct audits and assessments related to the OST Acquisition Program and as directed by federal management.
- Maintain professional and technical knowledge by studying/reviewing all relevant laws, regulations, orders, and policies; attending educational workshops; reviewing professional and technical publications; establishing and maintaining professional liaison/networks and subject-matter experts; and participation in professional associations/affiliations.
- Perform all activities and task in a safe and healthful manner.
- Serve customers (external and internal) by focusing on quality as it relates to the customer; anticipating/understanding customer needs and expectations; responding expeditiously to customers questions, requests, and concerns; and satisfying customer needs and expectations.

- Contribute to team effort by focusing on L&A mission, goals, and objectives; accomplishing tasks and assignments in a professional and timely manner; keeping appropriate members informed regarding the status of task and assignments, establishing and maintaining professional working relationships; working amicably, cooperatively, and productively with team members; assisting others as needed, and accomplishing other duties/tasks as assigned/ directed or necessity dictates.

**Shipping & Receiving Clerk – Innovative Technology Partnership****May 2014-April 2015**

Prepared and packaged items for shipment per OST shipping requirements, which included proper packaging, labeling, markings, quantity's and required shipping documentation. Verified items received were ordered as correct which included part numbers, quantities, and free of defects. Updated and reconciled warehouse inventory system. Contacted shipping companies to scheduled pickup. Created and submitted monthly reports. Performed quarterly cycle counts for inventory accuracy and reconciled any deficiencies. Maintained record keeping system which consisted of all receiving and shipping documentation, invoices and shippers. Delivered supplies to various locations in support of training. Operated company vehicles and warehouse forklifts.

**Inventory Control Specialist/Administrative Specialist VI – B&W Pantex****July 2012-May 2015**

Interfaced daily with Explosive Safety, Safeguards and Security, Production Warehouse Managers, Material Handlers, Clerks, Manufacturing and Process Engineers. Performed reconciliations of inventory discrepancies found during Cycle Counts (provides history documentation to support inventory adjustments). Responsible for reviewing and resolving all TSO (Inventory Control Database) discrepancy reports which are generated daily which identifies any and all discrepancies between Inventory and Move Right System. Reviewed and provided recommendations of Scrap items/materials for future disposal. Assures work is performed in accordance with written and approved procedures. Coordinated and performed all facets of Inventory Management within the Supply Chain Management Division. Participated in worker involvement including input to work planning and methods to identify hazards and controls. Coordinates with other Supply Chain functions to ensure items have appropriate routings, scheduling, shipping and proper storage. Monitored key performance indicators and coordinates across functional work teams to increase effectiveness of Supply Chain initiatives. Monitored and recommended actions for warehouse capacity management. Planned and coordinated shipping activities to meet commitments to the customer in accordance with DOE and DOT requirements. Assured physical resources were available including equipment, tooling, support materials, appropriate work documents. Assured work was being performed in accordance with approved procedures. Acted for management in preparation of complex reports and correspondence. Maintained a thorough knowledge of applicable Federal, State, DOE, Corporate and Plant rules, Regulations and Plant-wide operating policies and procedures (40,49 CFR, Reference DOE Order 5480.20A) and Management. Recommended, prepared and maintained a records data base, operating procedures, policies, and controls pertaining to the assigned area of responsibility. Responsible for developing, coordinating and performing training in areas of responsibility. Responsible for general inspections of government assigned vehicles prior to operating. Participates in worker involvement including input of work planning and methods to identify hazards and controls. Performs other duties as assigned. Maintained all required training and certifications including maintaining a DOE Security Clearance.

**Production Planner – B&W Pantex****May 2002-July 2004**

Interfaced with Production Section Managers, Program Engineers, Tooling Warehouse, Production Stores and Production Technicians on daily basis. Met regularly with Production Section Managers, Manufacturing Coordinators and other Program Planners to review and discuss current and future production schedules and activities. Reviewed program specific procedures, program folders when builds/disassembly's were completed and assisted in processing all program nonconforming materials. Coordinated movement of parts processed from work areas to Production Stores for disposition. Maintained correct inventories of assigned work areas (program specific) for manufacturing. Responsible for ordering containers, parts, tooling, and all other required items needed to support production schedules and meet production deliverables. Maintained records database as required for manufacturing schedules. Maintained all required training and certifications including maintaining a DOE Security Clearance.

**Operations Manager I – B&W Pantex****May 2002-July 2004**

Responsible for direct supervision over assigned personnel engaged in the functional areas of Manufacturing, assembly, packaging, material control, surveillance, disassembly, quality assurance and rework operations. Achieved successful completion of a Readiness Assessment and Nuclear Explosive Safety Study for a specific program start-up. Provided daily updates of work during production meetings. Coordinated overtime of assigned Production Technicians to meet monthly schedules/deliverables. Used independent judgment and discretion under minimal supervision. Responsible for application of established personnel and operation policies and programs, including union agreements, employee concerns, discipline processes, safety, health and security standards. Resolved worker issues, manage personnel absenteeism, overtime and other personnel issues. Interfaced with Engineering, Lab and DOE personnel daily. Reviewed and submitted program specific procedures involving changes prior to production use. Implemented Conduct of Operations during daily plant activities to ensure consistent and positive controls were met. Maintained all required training and certifications including maintaining a DOE Security Clearance.

**Production Technician – B&W Pantex****April 1996-July 2000**

Interfaced daily with Program Engineers, Lab and DOE personnel. Performed mechanical disassembly and assembly of numerous Weapon Programs. Documented any discrepancies during disassembly of components (nonconforming materials). Maintained all required documentation to complete all unit folders. Packaged components by using specific program packaging requirements. Performed MRP transactions during assembly/disassembly. Performed strict standard adherence by using program specific procedures. Maintained program specific training and certifications including maintaining a DOE Security Clearance.

**Environmental Coordinator – EG&G Rocky Flats****April 1991-June 1995**

Site Custodian for hazardous and mixed waste generated within the Protected Area. Responsible for coordinating waste transfers, receipt and storage of 90-day accumulation areas within the plant. Performed weekly inspections of permitted and non-permitted storage areas (Waste Custodian). Maintained all weekly inspection logs as required by specific Code of Federal Regulations (40 and 49 CFR),

plant procedures as well as other documentation to support RCRA Permit Compliance. Performed plant wide Waste and Environmental surveillances for Internal Assessments and Audits. Verified process flow of DOE, State and plant policies to determine over-all regulatory compliance. Developed and prepared audit sheets used during the assessments/audits interview process. Provided traceability systems for waste /product documentation and provided final review and validation of waste certification documentation prior to off-site shipments of radioactive wastes. Maintained all required training and certifications as required including a DOE Security Clearance.

**Quality Inspector – Ball Aerospace****January 1987-January 1991**

Provided quality assurance support to manufacture and upgrade of Space Guidance Systems (NASA). Responsible for inspection of finished product of subassemblies, printed circuit boards and machined parts. Performed inspections as directed by Government/industry Standards. Witnessed functional tests of guidance systems, finished products and components involving environmental performance testing. Interfaced with Government Agencies, Program Engineers, Technicians, Shop Machinists and Assemblers. Required use of inspection tools and equipment such as Optical Comparators, Gage Blocks, Calipers, Micrometers and other inspection equipment. Maintained all plant specific training and qualifications.

**EDUCATION/OTHER (QUALIFICATIONS, CERTIFICATIONS, AWARDS, PUBLICATIONS, ETC.)**

Amarillo College  
Hazardous Materials Regulations III  
Interactive Management Team Building  
Legal Side of Supervision  
Presentation Skills  
Sandia National Lab. DOE Nuclear Weapon Refresher (NWT 80 Course)  
Cause Analysis/Mistake Proofing  
Classroom Instructor Training  
MRP Training  
Front Range Community College, Westminster Colorado  
Community College of Denver, Denver Colorado  
Associate Diploma (Government Institute, ES&H)  
RCRA Regulations  
Environmental Laws and Regulations  
Environmental Auditing  
Environmental Assessment of Real Estate  
Department of Energy  
DOT/EPA/QSHA Hazardous Materials  
Safety and Health Alliance, Inc.  
QSHA's Blood Borne Pathogens/Infectious Waste Management  
EG&G Rocky Flats  
Sampling Methodologies for Monitoring the Environment and Characterizing Wastes  
Surveillance Methodology  
Halliburton – NUS  
Land Disposal Restricted Wastes  
Department of Energy – Richland Operations

Environmental Auditing  
Department of Energy  
Implementing Independent Assessment