

MARY NUNEZ

EXPERIENCE SUMMARY

With 37 years of experience as a federal employee, Mary retired in April 2003 as a Federal employee and over 14 years as a contractor in the federal government work environments. USDOE security L clearance since 2003. Knowledgeable in DOE's project management process, purchase requests, records management and all administrative office duties. Did various duties such as answering phone, working on time cards, filing and travel orders. She typed closer letters for Title VII decisions, made files from working files and worked on FOIA requests, preparing files, sending out letter and making sure requester was the right person. In December 2003 to present, she started to work as a Contractor.

As Acquisition Assistant, Mary has the experience of purchase requests in logging, accepting and knowing what to look for. She is involved in Record Management on the retention period and when to destroy. Plus other duties as needed such as copying documents, ordering supplies and toner cartridges are ordered before they run out.

DETAILED EXPERIENCE

Acquisition Assistant – Longenecker & Associates

February 2015-present

Support DOE/NNSA/Office of Secure Transportation. Responsible for accepting, logging and date stamping purchase request. Files, maintain and destroys contract and purchase card files in accordance with OST's records management policy/file plan. Responsible for mail delivery, copy of files, restocking of office supplies. Make purchase card files for Program Analyst.

- Meet deadlines entering data by priorities.
- Files, maintain and destroys contract and purchase cards files in accordance to OST's record management policy and file plan.
- Orders office supplies as needed from the warehouse.

Acquisition Assistant – Innovative Technology Partnership

January 2010-January 2015

Responsible for entering and updated purchase information. Verify data is correctly entered. Maintain acquisition files and establish a variety of files and records for ready reference. Operate basic office equipment and computer programs. Provide routine administrative support services to staff by copying documents, getting office supplies and providing other routine support functions.

Office Clerical – Wackenhut

December 2003-December 2009

Responsible for entering and updated request information. Verifying data is correct. Maintain acquisition files, operates basic office equipment, provide routine administrative support services to staff, copy documents, getting office supplies and providing other routine support functions.

EDUCATION

High School Graduate, 1966

OTHER (QUALIFICATIONS, CERTIFICATIONS, AWARDS, PUBLICATIONS, ETC.)

Payroll System, Travel System, Timekeeping System