

ARCHANA PRASANNA

6587 Rock Spring Drive, Bethesda MD 20817 | (240) 899-2709 | archanaprasanna@yahoo.com

BAR ADMISSION

Licensed to practice in New Jersey, 2015

EDUCATION

Syracuse University College of Law- Syracuse, NY

JURIS DOCTOR, May 2011

Virginia Tech (Virginia Polytechnic Institute and State University)- Blacksburg, VA

BACHELOR OF ARTS IN POLITICAL SCIENCE, MINOR IN INT'L. STUDIES, May 2007

EXPERIENCE

UltiSat, Inc. • Gaithersburg, MD

CONTRACTS ADMINISTRATOR/TRADE COMPLIANCE

November 2016–Present

- Performed all facets of pre-and post award contract administration for federal prime contracts and subcontracts.
- GSA
- Prepared contract summaries and maintained complete, current, and accurate progress reports on contract activity.
- Maintained contract records
- Fostered and maintained sound and reliable relationships with counterparts in customer organizations.
- Created and reviewed Teaming Agreements and NDAs.
- Participate in review of RFP contractual requirements and preparation of proposals.
- Create and Maintain up-to-date company records in various federal databases, such as SAM.gov and CPARS.
- Assist with Contracts Administration and Procurement/Purchasing activities as needed.
- Participated in annual audit.
- Assisted Contracts Manager as needed
- Familiarity with relevant laws, regulations, terms, conditions, and policies governing federal IT support contracts, including federal FAR, DFAR, and CAS activities.
- Renewed VSAT licenses and assisted with trade compliance
- Review and redacted documents for company merger

O3b Networks • Washington DC

REGULATORY AFFAIRS LEGAL INTERN

Nov 2013–April 2014

- Render expert insights in the development, updating, and maintenance of global regulatory compliance and strategy by keenly reviewing US and international communication laws and regulations for the satellite industry
- Employ keen attention to detail in preparing researches and memorandums on legal and administrative matters, international laws, legal intercepts, and universal service obligations
- Contribute in enhancing the company's maritime service by performing in-depth analysis on frequency and spectrum allocation (Ka-band) data and satellite-related licensing requirements of different countries

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John Bell P.A. • *Rockville, MD*

LAW CLERK

May 2011–May 2012

- Provide hands-on support to all litigation activities, which included discovery, trial, and extensive client reviews
- Maintain active involvement in various cases by conducting criminal and family law analysis
- Ensure legal and regulatory conformance in refurbishing and filing pleadings, motions, and other court documents

Securities Arbitration and Consumer Law Clinic • *Syracuse, NY*

STUDENT ATTORNEY

Jun 2010–Aug 2010

- Offered legal recommendation and resolutions on financial and consumer market issues in support to small investors and other consumers.
- Sustained information integrity and confidentiality in carrying out client interviews, intensive fact investigation, review of financial documents, as well as legal research and analysis.
- Provided support for preparations in litigation and arbitration
- Expertly negotiated with opposing counsel representing banks and brokerage houses

Intelsat • *Washington D.C.*

INTERN

Jun 2009–Aug 2009

- Updated and guaranteed compliance of Intelsat's Trade Compliance Manual with the industry's policies after careful legal research on regulatory issues.
- Carried out meticulous analysis of Intelsat's policies and procedures to determine possible modifications in order to maintain alignment with current international trade industry best practice, in cooperation with assistant general counsel (AGC), Trade Compliance, and Trade Compliance group.
- Structured detailed and comprehensive summary of recent FCPA, OFAC, and ITAR enforcement actions.

TECHNICAL ACUMEN

Windows and Mac | Microsoft Office Suite (Word, Excel, PowerPoint) | Wordpress
Redact It Software

AFFILIATIONS

New Jersey State Bar Association
American Bar Association
Phi Alpha Delta