

ANTOINETTE NELSON

CONTACT

-  706-393-5665
-  Antoinette.Nelson87@gmail.com
-  5904 Line Drive,
Panama City, FL 32404
-  [linkedin.com/Antoinette-nelson-659175127/](https://www.linkedin.com/in/antoinette-nelson-659175127/)

EDUCATION

ASSOCIATE IN ACCOUNTING

Southern New Hampshire University
2016 – April 2019

BS IN ACCOUNTING

Southern New Hampshire University
2016 – Expected Completion Dec 2019

MEDICAL CODING CERTIFICATION PROGRAM

Gulf Coast State College
2017 – Expected Completion Dec 2019

SKILLS

PROFESSIONAL

- Contract Negotiation
- Executive Presentations
- Resource Management
- Account Management
- Data Analysis
- Business Management
- Budgeting & Project Planning
- Project Implementing

PROFESSIONAL PROFILE

Successful administrator with 8 years of experience working in Construction and Service resource procurement, accounts payable/receivable and labor relations. Exceptional communication and interpersonal skills with in-depth understanding of arbitration procedures, negotiation process and conflict resolution. Strategic problem-solving skills to understand project objectives and create proposals to meet equipment and labor requirements while maintaining budgetary and timeline goals.

WORK EXPERIENCE

SENIOR CONTRACT ADMINISTRATOR

Royal American Management | Oct 2016 – Present

Designated lead for all contract administrator's productivity and training. Reviews and manages contract obligations, for 119 properties, in accordance with company policies and procedures, applicable laws and regulations and customer requirements for both Construction and Service type contracts.

- Execute pre-award and post-award contract functions to include conducting market research, price/cost analysis, negotiation, and administration, while ensuring the success of the project.
- Evaluate and monitor contractor performance to determine necessity for amendments or extensions of contracts, and compliance to contractual obligations.
- Review contractor performance against contract specifications. Auditing internal department activities for compliance with policies, work instructions, and sound business practices when requested
- Analyze internal and/or contractor requests for deviations from contract specifications and delivery schedules

LEAD PROCUREMENT TECHNICIAN

27th Special Operations Medical Group-Cannon, AFB, NM | Dec 2014 – Jun 2016

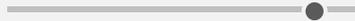
Served as the subject matter expert for all medical service contracts. Solely managed 63 contract programs worth 3.8 million in assets. Provided recruitment and placement service for all facilities within the medical clinic.

- Negotiated and simplified acquisition procedures for a variety of supplies, services supporting installation operations and military units
- Spearheaded proposal evaluation committees and source selection boards. Developed evaluation findings and provided recommendations to the decision's makers.
- Developed acquisition plans, milestone reports, solicitation packages and source selection documents for various competitive and noncompetitive acquisitions to support the agency missions
- Managed on-the-job training and customer education programs. Redesign training processes and styles to ensure immediate improvement of timelines by 75%

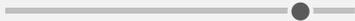
SKILLS

➤ TECHNICAL

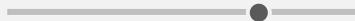
Microsoft Software



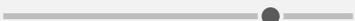
Adobe Acrobat



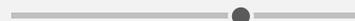
ABSS and WAWF



Timberline



DEAMS



ACHIEVEMENT

2016 AIR FORCE SPECIAL OPERATIONS COMMAND (AFSOC) CAT 1 CIVILIAN OF THE YEAR
2016 – Hurlburt Field AFB, FL

27TH SPECIAL OPERATIONS MEDICAL GROUP CAT 1 CIVILIAN OF THE QUARTER
2016 – Cannon AFB, NM

2015 27TH SPECIAL OPERATIONS CIVILIAN CATEGORY 1 OF THE YEAR
2015 – Cannon AFB, NM

27TH SPECIAL OPERATIONS MEDICAL GROUP CAT 1 CIVILIAN OF THE QUARTER
2015 – Cannon AFB, NM

INTERESTS

Photography

Cooking

Travelling

Football

WORK EXPERIENCE CONTINUED

ACCOUNTING TECHNICIAN

27th Mission Support Group-Cannon, AFB, NM | Jun 2012 – Dec 2014

Maintained accounting records using double-entry accrual accounting methods for fifteen Non-Appropriated Fund (NAF) facilities with an annual revenue of \$20 million. Traced discrepancies to posting documents, computed accounting services and operation expenses incurred by individual activities.

- Modified a comprehensive financial reporting package to reflect growing organizational complexity.
- Held role of Installation Program Coordinator (IPC) for all NAF Purchase Cardholders. Created and researched presentations on processing errors and tutorials for entire squadron Purchase Cardholders and NAF Financials.
- Spearheaded the migration from TMX payroll process to SETS payroll system. Served as the base liaison for all NAF employees.

SENIOR PROCUREMENT SPECIALIST

27th Mission Support Group- Cannon, AFB, NM | May 2011 – Jun 2012

Primary liaison for all NAF contracts and NAF purchasing requirements. Executed pre-award and post-award contract functions to include conducting market research, price/cost analysis, negotiation, and administration, while ensuring the success of the project. Reviewed, Submit and troubleshoot payroll for all NAF employees.

- Managed financial records, reconciled data with financial statements, accounts receivables and accounts payable.
- Controlled and Requisitioned resources through careful budgeting and fiscal management audited and reviewed funding requests and ensured appropriate expenditure of government monies.
- Awarded 10 Warrant Authority for NAF Contracts

CUSTOMER CARE ADVOCATE

Blue Cross Blue Shield of GA | Dec 2009 – Apr 2011

- Resolved an average of 350 inquiries in any given week and consistently met performance benchmarks in all areas (speed, accuracy and volume).
- Accurately perform document research and resolved customer service issues. Resolved service pricing and technical problems for customer by asking clear and specific questions.
- Became proficient with processing medical insurance claims; verified patient data and account information.

REFERENCES

DEMETRI HARPER

Acquisition Program Manager
USDA, St. Louis, IL

314.307.9530

Demetri.harper@gmail.com

CINDY SHUCK

Contracts Specialist
Royal American Management,
Panama City, FL
850.855.0023

Cindy.shuck@RoyalAmerican.com

CAPT JACOB WILLIAMS

Fellow, Logistics Contracting/Supply
US Air Force- AFMS, Frederick, MD

228.547.0079

Jacob.Williams.5@US.AF.MIL

TIA SMITH

Rehabilitation Specialist
Journey Pure, Panama City Beach, FL

850.624.3183

Tiasmith2769@gmail.com