KARLENE BRYAN

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## PROFESSIONAL EXPERIENCE:

**Contract Analyst – Post Awards Grants & Contract**

Children’s Research Institute - Silver Spring, Maryland

January 2018 – Present

**Award Setup: Establish Accounts and Process Modifications**

**Team Leadership:**

* Manage all new modifications and new State, Federal, and University project setups, Collect and archive reports generated using Microsoft Excel and PowerPoint.
* Leads the team efforts towards continuous improvement.
* Manage the team Monitor on a regular basis the deliverables of the team against defined milestones.
* Setup effective recurring status meetings with the Directors and staff
* Provide a single point of contact for projects, Participate in system wide training
* effectively remove team impediments, set weekly grant award goals
* Encourage the team to make system and process improvements captured in the bi-weekly meetings
* Work with Business Managers to define project scope and objectives

**Process Mapping:**

* Analyzed existing workflows of systems to identify and implement operational improvements.
* Manage backlog items and tasks, Analyze project requirements
* Liaise between business managers and contract administrator; fostering quality communication between co-worker disciplines
* Identify project requirements, define specifications, determine scope and document results.
* Create and manage project/program Federal, State, Foundation and University Notice of Awards reconcile budget per each grant award and communicate risk to Leadership
* Guide team through improvement process, coordinate with end user via email of project sync and status

**Supply Chain:**

* Create new custom awards business proposals specific to each client's requirements.
* Work with financial managers to resolve quality and maintain modification issues that negatively impacted the bottom line.
* Lowered impediments rate by 18% and improved production flow by 15%.

**Business Combination:**

* Managed integration of two systems, processes, and workflows to merging two interoffice computer systems.
* Worked effectively to track all requirements to ensure smooth delivery of all new awards before year end closing.
* Created custom proposals specific to each client's requirements.
* Remove impediments for business managers and directors, help team members solve problems
* Interface with business managers to ensure project goals and requirements are met

**Dashboards:**

* presented bi-weekly dashboards that improved the accuracy, transparency and compliance of financial reporting and planning for numerous new awards setup and modification request.
* Prepared and presented data analysis reports and managed financial fixed and cost reimbursable transactions with department directors and financial representatives.
* help to slash impediments by 10%
* develop and maintain new Fixed Price, Cost Reimbursable, and Combo new award contracts

**Logistics:**

* Successfully collaborated on the review of new award project results, relevant documents, and reports, to identify problems and track progress on corrective actions.
* Improve new award setup request efficiency by 25% and on-time delivery performance by 19%.
* Scheduling and allocating work, providing advice and guidance, and resolving problems to meet technical performance and financial objectives

**IT Infrastructure:**

* Assist with SDLC on the Peoplesoft upgrade system, with high quality testing completed within the project timeframe.
* Help to established platforms supporting business growth and strengthened information security.
* Use key metrics to help deliver committed work, create weekly Powerpoint / Excel reports.
* Gathering and updating project materials, completing budgeting, forecasting, project documentation, and lessons learned documents.
* Manage the new award backlog and modification backlog.
* Provide ongoing IT Projects support to interoffice post deployment to ensure successful operation of the PeopleSoft upgrade.

GOVERNMENT CONTRACTOR

Accounting Technician - Health & Human Services / Program Support Center

Futrend Technology, Inc. Bethesda, Maryland

November 2016 – January 2018

* Process Government invoice payments in Oracle Financial accounting system
* Review and evaluate accounting risk, accounting reports and accounting transactions related to government entities.
* Assist Project Officers / Contracting Officer Representatives with purchase orders and task orders matters
* Client-facing interface daily, work with intra-Governmental invoice payments
* Monitor and track invoice deliverables, communicate in oral and written form with several agencies to resolve pending transactions
* Review and comprehend federal agency agreements / contracts
* Manage electronic funds transfer and weekly reports, monitor weekly updates of invoice status
* Track and follow-up on unresolved transactions; commercial invoice payments, settlement payments, 1099 and W-2 filing and reconciliation
* Obligations control, processing and troubleshooting contract awards in the account system
* Communication with vendors regarding invoice issues and payment discrepancies
* Process incoming electronic vendor invoices electronically or thru the mail
* Review and complete special weekly reports to analyze performance of individual government purchase order invoices. Complete G-Schedules on a case-by-case matter
* Communicate accounting and auditing matters to senior associates and managers
* Identify and communicate potential issues and recommend appropriate solution

Contract Analyst

CDW-Government

Kelly Services Staffing - Herndon, Virginia

August 2016 - November 2016

* Monitor and maintain contract web portal to include capturing data on a daily basis; communicating with the Sales team regarding Requests for Quotes (RFQs),
* Support the Program Manager in the performance of assigned contract duties.
* Supports the Sales team by receiving product add requests via email, qualifying product for contract addition, updating systems, and responding back to Sales team with outcome of requests
* Assists with preparation of contract deliverables, per contract terms and conditions, to include monthly sales reports, monthly shipping reports, and product catalog updates.
* Track Letters of Authorization (LOAs). Match pricing activities with various internal sources
* Consult with staff in matters of price disagreement
* Review price analyses using company techniques and pricing scale

Paralegal Administrative Coordinator

Deed Recordation Department

BWW Law Group Rockville, Maryland

August 2014 – August 2016

* Analyze DEED requirement, special provisions, terms, and conditions to ensure compliance with each county laws, regulations, policies, and procedures
* Monitor all DEED financials; track and plan cost vs. actual cost per deed package
* Perform DEED contract closeout activities, Liaise with accounting and deeds department
* Document preparation of Substitute Trustee’s DEED Packages for the circuit courts,
* Prepare and review functional reports, track, and monitor documents from inception to final recording.
* Delegate work duties to individual staff members daily. Proofread documents, arrange deed formalities, Process, and create invoices, manage multiple assignments, and meet tight deadlines.
* Enter and code expenses to be invoiced in the electronic database
* Provide administrative and records management office support in addressing workload activities on contracts,
* Scan and index legal review files before sent to State Clerk Office. Provide quality assurance for all document deliverables.
* Codify and categorize document for digital files, maintain required records necessary to support deed packages
* Review, track, and request property transfer certificates Monitor and follow-up on time sensitive documents.
* Obtain attorney signatures on documentation, process, and upload Substitute Trustee’s Deed to Maryland Foreclosure Property Registry website. Receive Inbound and out bond calls, complete project milestones weekly.
* Establish and maintain electronic and / or hardcopy data library of documents and work order files for documents received for processing, review, edit, and submit billing invoices.
* Coordinate, manage and track all request of property transfer certificate, while designing and implementing a comprehensive log system to include the received and sent certificates and application requests.
* Manage all Data Collection of rejected deeds package from courthouse recording, by edit and analyze for correction.
* **EDUCATION:**

University of Maryland Global Campus

B.S. Business with a minor in Contract and Acquisition Management

SAFe® Scrum Master Certification

2020-2021

ID:03442017 - 0206

Notary Public- Expire: 10/2023

Business Analyst Certification – Expected March 2021

## COMPUTER SYSTEMS:

MS Office Suite (Excel, Word, Outlook, Powerpoint)

UFMS – Unified Financial Management Systems

Oracle accounting

E-Flow (government accounting system)

PeopleSoft Finance

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