

# Sasha Henry

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## CONTRACT MANAGER / PROJECT MANAGER

**Lifecycle Contract & Grants Administration ► Cost-Price Analysis ► Contract Negotiation**

Six years' progressively responsible experience managing the analysis and administration of government grants and contracts to assure compliance with legal and regulatory requirements. Skilled project manager with proven success managing simultaneous contract and grant review projects within short timelines. Strong research, data analytics, and financial qualifications. Expert knowledge of federal acquisition regulations (FARs). Effective communicator, orally and in writing with strong customer relations skills. Experienced in the analysis and negotiation of multi-year agreements.

### Key Accomplishments

- ✓ First Foreign Agricultural Service (FAS) employee selected to participate in the Executive Leadership Program (ELP) offered at the USDA Graduate School.
  - ✓ Received Cross Agency Team Award for developing new policies that improved support for economic considerations for AMS services.
  - ✓ Recognized with promotions and increased oversight for complex projects based on expert regulatory knowledge and skill in analyzing and administering grants and contracts throughout the lifecycle.
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## PROFESSIONAL EXPERIENCE

**U.S. DEPARTMENT OF AGRICULTURE, Washington, DC**  
**Agricultural Marketing Specialist**

2004 to Present

**Analyze complex agreements and reports submitted by Private Voluntary Organizations (PVO) for Office of Capacity Building and Development (OCBD) food assistance programs.** Determine program performance, cost effectiveness, results, and compliance with legal and statutory requirements and FAR.

- Lead Analyst for government to government food aid agreements. Analyze data submitted by foreign governments and PVOs for accuracy and adherence with a program's closure requirements, including host country equipment procurements valued at \$5,000+, tax certifications, and other compliance specifications.
- Analyze post-award and contracts for Foreign Food Service, including reports by independent auditors to identify reportable conditions. Research and resolve cases with audit findings. Write letters for signature of the division director and other reports to ensure proper follow-up on cases and audit findings.
- Develop success stories with photos and narratives detailing unexpected program outcomes for Public Affairs, inclusion on the Foreign Agriculture Service (FAS) website, and forwarding to Congress for yearly report.
- Primary liaison to key stakeholders in PVOs, embassies, and USAID. Coordinate compilation of documentation for contract close-out. Respond to questions and resolve problems. Recommend close-out settlements.
- Develop comprehensive, 5-10 page written evaluations detailing each program's effectiveness. Use Excel to compile data on commodity losses and distribution, budgetary allocations, monetization, other cost data.
- From 2004-2008, evaluated and monitored active grant agreements and closed food aid agreements to assure compliance with FAR. Prepared detailed reports for senior management. Performed cost-price analyses of commodities. Analyzed, scored and ranked multi-year contracts and agreements.

**U.S. DEPARTMENT OF AGRICULTURE, Washington, DC**  
**Agricultural Marketing Specialist – Leadership Development Program**

2009 to 2010

**First FAS employee selected to participate in an intensive, 9-month Executive Leadership Program (ELP) at the USDA Graduate School to develop future public service leaders** through assessment, experiential learning and individual activity opportunities. Successfully graduated from the program in June 2010.

- Oversaw project funding for marketing plans submitted by three agricultural trade associations. Analyzed marketing plans, budgets, special money evaluations, and applicant's brand component for compliance.
- Recommended new policies to support economic considerations for AMS services.
- Contributing writer for a background piece for the Raisin Administrative Committee in preparation for Secretary Vilsack's visit to Japan in April 2010.
- Assisted in coordinating the annual U.S. Agricultural Export Development Council (USAEDC) conference.

**U.S. DEPARTMENT OF AGRICULTURE**, Washington, DC  
**Administrative Assistant**

2003 to 2004

**Provided administrative support to a staff of 12** in the Horticultural and Tropical Products Division, including 10 marketing specialists and two senior staff. Screened and referred phone calls. Communicated daily with the public and coworkers at all levels. Prepared documents in final form using Microsoft Word and PowerPoint.

**POTOMAC ELECTRIC POWER COMPANY (Pepco)**, Washington, DC  
**Public Outreach Specialist**

1996 to 2002

**Supervised six contractors in the disbursement of cash refunds to customers** in the Washington Metropolitan Area for purchase of high-efficiency air Heating Ventilating Air Conditioning Units (air conditioners, heat pumps and water heaters). Negotiated contractor proposals.

- Evaluated bids and proposals for compliance. Monitored deliveries and resolved problems for undelivered goods.
- Conferred with vendors on defective or unacceptable goods and services; determined corrective measures.
- Maintained meticulous spreadsheet records tracking items purchased, cost, deliveries, product performance and inventories. Prepared loss reports on property claims. Reviewed monthly loss results for accuracy.

### **EDUCATION**

#### **Graduate Coursework in Information System Technology**

George Washington University, Washington, DC,

#### **B.S., Computer Information Systems**

Strayer University, Washington, DC

#### **B.S., Business Administration**

Strayer University, Washington, DC

### **PROFESSIONAL TRAINING**

USDA Graduate School, Executive Leadership Program, Washington, DC

Shaping Smart Business Arrangements, Federal Acquisition Institute

Project Management / Data Collection & Analysis

### **PROFESSIONAL AFFILIATIONS**

Volunteer, Heartland Hospice

Member, USDA Toastmasters Club, Club 3294, District 27

Board Member/Member, Ottley Music School

### **COMPUTER SKILLS**

MS Office Suite (Word, Excel, Access, PowerPoint)

Food Aid Database (FAD) and United Export Strategy (UES) Database

Federal Audit Clearinghouse Database