

# MARK THOMAS

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## PROFILE

Administrative professional with 10+ years of diverse operations support experience with federal, U.S. Military and private sector organizations. Cross-functional expertise in lifecycle contract administration, logistics, procurements, property management, emergency response planning and execution, project management, and human resources administration and training. Recognized throughout career for strong research, analytical, problem solving and technical skills. Bilingual: English/Spanish.

## SKILLS SUMMARY

Program Administration – Project Management – Event Coordination – Process & System Improvement  
Budget Management – Correspondence/Reports – Inventory/Supply Management – Database/Records Management  
Technical Skills: Microsoft Office (Word, Excel, Outlook, PowerPoint)

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## WORK EXPERIENCE

### **Federal Emergency Management Agency (FEMA), Washington, DC (4/2015-Present)** **Administrative Specialist**

Coordinate and manage diverse administrative and human resources support functions, including meeting and conference coordination, invitational events, guest speakers, training exercises and official functions. Prepare correspondence, recurring reports, and background materials for briefings; maintain files using Microsoft Office.

- Primary point of contact (POC) to National Watch Center (NWC) staff and Director. Coordinate timekeeping, travel and executive tracking. Assist in on-boarding new members; coordinate paperwork and clearances.
- Manage procurement of office supplies, equipment and services as required. Track and manage \$351K in computer, office and telecommunications equipment for the NWC.
- Developed and implemented procedures and processes that improved administrative quality and efficiency.

### **Federal Emergency Management Agency (FEMA), Federal Regional Center (FRC), Denton, TX (2016)** **Administrative Assistant (Tribal Affairs Specialist)**

Selected for FEMA's highly competitive Emerging Leaders Program in 2016. Detailed for a 3-month rotational assignment with FEMA's Region VI headquarters; a National Preparedness division that oversees federal emergency management for five states. Provided diverse administrative and emergency management support.

- **Administrative Support:** Coordinated calendars, meetings, and special events; wrote correspondence, reports, and other communications. Maintained databases and records; responded to inquiries. Coordinated tribal-related communications activities. Stocked and disseminated tribal-related publications.
- **Emergency Program Management:** Researched regional issues to support effective emergency response coordination between tribal leaders and FEMA staff prior to incident deployments. Participated on regional, national, and interagency working groups and supported mitigation planning.
- Developed the first Excel-based records management system for region FEMA Region VI that tracked data on all tribal consultations from 2014 to present, including travel costs.
- Adapted and improved a region-wide SharePoint calendar to consolidate division meetings into one location. Incorporated enhanced functions, including spreadsheet creation directly from the calendar.
- Conducted a high-profile, sensitive workforce analysis across regions. Wrote white paper to assist senior executives in identifying best practices across the U.S. and areas for process improvement.

**Court Services and Offender Supervision Agency, Baltimore, MD (2015)**

**Administrative Clerk/Drug Testing Clerk**

Assisted in registering, establishing and verifying new and current customers. Maintained chain-of-custody evidence requirements per agency policy/statutes. Researched, input and managed data in the proprietary tracking system and updated sensitive personal information (SPI). Prepared correspondence, reports, and technical documents.

**Baker Scaffolding Company, Baltimore, MD (2014)**

**Logistics and Procurement Specialist**

Assisted with contract award and administration for scaffolding, hoisting and shoring projects. Reviewed and implemented procurement requests. Coordinated project administration, cradle to grave. Interfaced with customers, vendors and suppliers. Oversaw requisitions and timelines. Monitored contracts and purchase orders (POs) to increase project site productivity. Conducted environmental audits. Reported to the Director of Operations

- Collaborated with other departments to successfully integrate sales, order management, accounting and shipping logistics.
- Analyzed logistics and determined the most cost-effective, efficient means of transporting material and equipment.
- Spearheaded development of an automated system that streamlined management of action items and reporting to department heads; which reduce response time by 2 days and increased deadline compliance.

**U.S. MILITARY EXPERIENCE**

**U.S. Navy, Fort Belvoir, VA; and South Korea (2006-2011)**

Performed diverse project management, administrative, financial, training, procurement, inventory control, logistics, database management, and property management functions for in the U.S. and overseas. In South Korea, maintained, inspected, and serviced aircraft and subsystems.

**SELECTED PROFESSIONAL TRAINING / CERTIFICATIONS**

- Defense Security Service, Counterintelligence Awareness Certificate Curriculum
- FEMA Incident Workforce Academy: Certified Contracting Officer's Representative (COR); Custodial Officer (COR), Receiving Officer, and Property Management Training
- Defense Acquisition University (DAU): Completed 7 courses including contract administration, property management, market research, and procurement fraud.

**EDUCATION**

**B.A., Philosophy, American University, 5/20XX**  
Honors Graduate: Cum Laude

**AFFILIATIONS**

National Society of Collegiate Scholars  
Student Veterans of America / Second Infantry Division Association