Michael E Guarasci

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 **PROFESSIONAL SUMMARY**

Experienced contracts specialist with a strong background in government contracting and market research. Energic, hard worker with a keen eye for detail, good communication skills, responsible and eager to take on more tasks. I take direction from my managers and look forward to achieving success through hard work and perseverance. My 9 years of experience have been gained at multinational consulting and technology firms such as Accenture and Leidos. My duties included proposal development, negotiation of non-disclosure agreements (NDAs), and ensuring contract compliance.

**EXPERIENCE**

**Accenture Federal Services** (Arlington, Va) **April 2022 – Present**

US Government Contractor involving mostly IT software for most US government agencies.

*Contracts Specialist*

* Worked with PMs on proposals for the Library of Congress involving IT Services.
* Responsible for NDAs/TAs for Prime contractors and negotiated redline changes.
* Worked on RAMM’s and OCI’s for each new RFP/RFQ in the health/library portfolios.
* Helped to create TA Toolkit and worked with legal on NDA’s/TA’s/OCI’s.
* Uploaded OCI information using Accenture AI agents.
* Trained on Accenture AI called AFS Assist.
* Coordinated monthly data calls regarding current contracts.
* Worked on health proposals for CMS/HHS and approved POs for HHS.
* Handled contract accounts for DOI, DOL, HUD, and UN.
* Redacted modifications for us by the Department of Education.
* Completed CAS Forms and PSB documents.
* Worked with compliance and legal for all contract portfolios.
* Helped the project team with contract compliance in RFP’s and solicitation documents.

 **Leidos** (Arlington, Va) **August 2016 – April 2022**

Major US Government Contractor involving mostly software used by the military.

*Contracts Administrator*

* Worked on task order proposals for small prime contractors as well as for a $7 billion contract.
* Other proposals and contracts ranged from $3K-$20MM and included Geospatial software to foreign and domestic government agencies. Coordinated with subcontracts, pricing, program managers, project control analysts, and legal.
* Reviewed non-disclosure agreements as well as teaming agreements for updates. Used Leidos systems to add task orders, modifications, and revisions. Initiated contract closeout and managed the closeout process. Added deliverables to the CDMS system.
* Other tasks include Organizational Conflict of Interest (OCI) and Special Project Authorization (SPA) routings.
* Worked on Limitation of Cost/Funds letters and CDQA approvals.
* Deal with FAR/DFAR clauses in purchase orders/subcontracts.

**Fedharmony** (Springfield, Va) **March 2016 – August 2016**

Government Contractor involved with GSA sales of military hardware.

*Research Analyst*

* Conducted market research on past government purchases to assist in generating bids for upcoming opportunities.
* Used databases that housed government data such as SmartProcure, FBO, and USA Spending.gov to find comparable prices for Fedharmony’s GSA schedule.
* Looked at RFQ’s and RFI’s to determine necessary information. Looked at compliance matrices to find the exact specifications to research the correct type of vehicles.
* Researched suppliers for new opportunities and input the information into Salesforce and Evernote.

Helped with marketing by working on quad charts that were used in presentations for potential suppliers.

* Worked on a database of different supplier names for future research. Used other databases such as GSA eBuy, GSA elibrary, and GSA advantage to assist in researching suppliers.
* Wrote morning notes for distribution to the team.

**Other Internships:**

**Congressman Charlie Dent,** 15 Pennsylvania District (Washington, DC)

**International Strategic Services** (Washington, DC)

**Indus Capital Partners** (New York City, NY)

**Votenet Solutions** (Washington, DC)

**Security Management International LLC** (Vienna, Va)

**EDUCATION**

 **The George Washington University August 2011 – May 2015**

**Columbian College of Arts and Sciences**

*Bachelor’s Degree in Economics, Minor in Business Administration and Political Science*

**Clubs & Programs:**

Emerging Leaders Program

Eurasia Policy Forum

International Affairs Society

Undergraduate Economics Club

GW Game Developers

**SKILLS**

 • Computer: Microsoft Office, Word, Excel, PowerPoint, Salesforce, Compass, Workday, ServiceNow, Costpoint, Contracts Systems (Accenture, Leidos)