



Laura Yates

Contracting Officer

Certified Professional Contract Manager with 12 years of experience managing federal contract portfolios valued up to \$33.7M spanning service, supply, and construction agreements. Recovered \$274,800 in breach-of-contract claims by issuing show-cause letters, calculating liquidated damages, and executing formal demand letters to non-performing prime contractors. Skilled in FAR and DFARS compliance, RFP development, Deltek Costpoint, and contract closeout procedures.

CONTACT INFORMATION

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 Staunton, VA 12345

EDUCATION

- B.B.A. Business Management
2010 - 2014
James Madison University,
Harrisonburg, VA

KEY SKILLS

- FAR and DFARS Compliance
- Contract Lifecycle Management
- Deltek Costpoint
- DocuSign
- Source Selection and Evaluation
- Breach-of-Contract Enforcement
- RFP Development and Analysis
- Price and Cost Analysis
- Microsoft Excel
- Contract Closeout Procedures

PROFESSIONAL EXPERIENCE

Contracting Officer I 2020 - Present
Shenandoah Creek Federal Solutions, Staunton, VA

- Recovered \$274,800 in breach-of-contract claims over 18 months by issuing show-cause letters, calculating liquidated damages against delivery schedules, and executing formal demand letters to non-performing prime contractors.
- Managed a contract portfolio valued at \$33.7M spanning 61 service, supply, and construction agreements, tracking obligations and expenditures in Deltek Costpoint.
- Supervised a team of 8 contract specialists and procurement analysts, conducting monthly performance reviews and assigning workload across 4 concurrent solicitations.
- Administered pre-award and post-award actions including RFP development, price reasonableness determinations, and contract closeout in compliance with FAR and DFARS.

Contract Specialist I 2017 - 2020
Blue Ridge Basin Consulting Group, Waynesboro, VA

- Oversaw a contract portfolio valued at \$17.3M covering professional services, IT maintenance, and facility operations agreements.
- Managed a team of 4 junior contract specialists, establishing weekly case-review sessions that cut average onboarding time from 9 weeks to 5 weeks.
- Executed modifications, option exercises, and terminations using DocuSign and contract management software, completing an average of 7 actions per week.
- Drafted contracting officer final decisions on 6 breach-of-contract matters totaling \$128,350, documenting vendor non-performance timelines and damages calculations.

Contract Specialist I 2014 - 2017
Rockbridge Valley Services LLC, Lexington, VA

- Managed a portfolio of 34 active contracts valued at \$8.1M, tracking milestones and deliverables in Microsoft Excel and contract management software.
- Supported a team of 5 staff members by reviewing solicitation documents, evaluating proposals, and preparing award recommendations for the Contracting Officer.
- Compiled breach-of-contract case files for 4 non-compliant vendors, assembling performance records and correspondence that led to \$63,470 in liquidated-damages collections within 150 days.

CERTIFICATIONS

- Certified Professional Contract Manager, National Contract Management Association, 2019