Allison Ianniello

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Citizenship: United States

Security Clearance: Secret

**EXPERIENCE**

**Contracting Officer** 11/2017-Present

United States Air Force Hill Air Force Base, UT 84056

40 Hours/week

Supervisor: Terry Clark, 801-586-9135; may contact

Summary

Responsible for pre-award and post-award functions including price/cost analysis and negotiation. Performs administration for services, materials, and equipment associated with research, development, test, evaluation, and production activities for ICBM Ground Systems. As a Contracting specialist for the USAF, I have worked on multiple integrated product teams (IPT) and contracts including the Ground Subsystem Support Contract IDIQ, multiple task orders, and served as the buyer assigned to a competitive source selection.

Duties

* Perform contract functions to include conducting market research, price/cost analysis, negotiation and administration
* Award and manage firm-fixed price and cost reimbursement contracts
* Prepare, coordinate, and analyze solicitation documents
* Provide timely, clear, precise, and succinct verbal communication to team members, management and acquisition stakeholders
* Identify, analyze and propose solutions to conventional and complex contracting problems
* Prepare solicitations, perform analysis, evaluate and negotiate contractor's proposals
* Recommend contract award to contracting officer
* Interpret contract and provides appropriate advice and guidance
* Negotiate and award contract modifications

Accomplishments

Received the annual award for Outstanding Systems Contracting Civilian in Training for FY18

**Business Operations Analyst** 01/2017-11/2017

BAE Systems Hill Air Force Base, UT 84056

40 Hours/week

Supervisor: Keith Hepler 801-777-8478; may contact

Summary

Advised and assisted acquisition leadership across the program integration process, including strategic communication, baseline management, long-range planning, and data information analysis and reporting. Assisted program managers and acquisition leadership to make informed decisions and manage program changes by collecting information, analyzing it, and comparing to long-term planning objectives. Established, monitored and reported ICBM Systems Directorate programs’ progress in achieving cost, schedule, and performance objectives documented in the Acquisition Baseline.

Duties

* Managed Weapon System Risks and provided relevant strategic information
* Monitored contracted schedule performance and contract compliance
* Executed customer related contract fulfillment
* Performed negotiations and analysis related to contract acquisition achievement
* Assisted in rephrasing of money
* Provided program support for ICBM Program Managers to move programs through the acquisition process
* Performed financial analyses and prepare reports
* Reviewed, analyzed, and submitted funding requests
* Prepared project execution plans in conjunction with program managers
* Assisted program managers in achieving cost, schedule, and performance objectives
* Developed resolutions to meet productivity, quality, and client goals
* Evaluated and assessed contracts on behalf of IPT and Program Mangers
* Managed trackers, review status of projects, and prepare status reports

Accomplishments

Promoted to Business Operation Analyst II from Business Operations Analyst I after six months

**Junior Auditor** 04/2016-01/217

Cotiviti Healthcare

Salt Lake City, UT

40 Hours/week

Supervisor: Brett McCurdy 215-470-4781; may contact

Summary

Reviewed, discovered, and validated large amounts of data and delivered results and insights for clients. Recovered billions of dollars in incorrect payments for clients each year.

Duties

* Solve problems by identifying errors and overpayments for our healthcare clients
* Generate new ideas for claim concepts and recovery opportunities
* Utilize multiple computer software, systems and technology
* Exceed audit team goals and quality measures
* Serve clients by responding to questions or inquiries
* Review and analyze contracts
* Write SQL custom queries for data analysis
* Utilize healthcare experience to perform audit recovery procedures

Accomplishments

Recovered over $1,000,000.00 in payment errors within six months

**EDUCATION**

**Western Governors University** Salt Lake City, UT

Master’s Degree 08/2017

Major: Master of Business Administration

**Virginia Commonwealth University** Richmond, VA

Bachelor’s Degree 12/2012

Major: Psychology

Relevant Course Work

**Master of Business Administration** degree program consisted of 34 credit hours of coursework, including, communication, accounting, finance, marketing, economics, human resources, management, ethics, statistics, and operations management.

**Bachelor of Science** degree program consisted of over 120 credit hours of coursework, including statistics, liberal arts, developmental, physiological, and research courses.

**TRAINING**

**Defense Acquisition University**

* Contracting Level I Certification: November 2018
* Contracting Level II Certification: January 2020
* Program Management Level I Certification: March 2020