

Sarah M. Garcia

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PROFESSIONAL PROFILE

Detail-oriented and self-motivated contracts specialist interested in pursuing an advancement opportunity with supporting the delivery of mission-critical capabilities across ORNL. Bringing forth a proven track record of achievement and skills to work alongside a growing and diverse team. Key Strengths include:

- ◆ Time Management & Prioritization
- ◆ Communication & Collaboration
- ◆ Strategic Planning & Coordination
- ◆ Contract Terms & Conditions
- ◆ Project Management & Workflow Improvement
- ◆ Conflict Resolution & Relationship Building

EDUCATION & CERTIFICATIONS

- ◆ **Bachelor of Science, Business Administration** – Austin Peay State University (2021)
- ◆ **Certified Microsoft Office Specialist (MOS)** – Microsoft Word and Microsoft Excel (2006)
- ◆ **Certified Administrative Professional (CAP)** – International Association of Administrative Professionals (2019)

PROFESSIONAL EXPERIENCE

10/2021 – Present

Strategic Partnership Agreement Specialist

Oak Ridge National Laboratory – Oak Ridge, TN

- ◆ Independently manages proposal submission workflow in alignment with DOE and ORNL policies and procedures
- ◆ Work closely with management to obtain required internal and DOE approvals for CRADAs and SPP projects
- ◆ Develop and maintain good working relationships with sponsors and users for each project until completion
- ◆ Serves nine user facilities to execute all User Agreements for local, state, and foreign identities
- ◆ Partner with Division Directorates to expedite incoming proposals for lab calls and other funding opportunities
- ◆ Executes Proprietary, Non-Proprietary, Industrial Partnership, Bilateral DOE Lab, and Federal User Agreements
- ◆ Actively participates in professional development through Federal Laboratory Consortium for Technology Transfer (FLC) and Technology Transfer Working Group (TTWG)
- ◆ Utilize internal systems such as Strategic Partnership Projects System (SPPS), Advanced Payment Invoicing system, Export Control, and Institution Management System (IMS) for Strategic Partnership Proposals (SPPs), Cooperative Research and Development Agreements (CRADAs), and User Agreements

08/2020 – 10/2021

Research Agreement Associate

Oak Ridge National Laboratory – Oak Ridge, TN

- ◆ Maintained Strategic Partnership Agreements tracking spreadsheets for all SPPs, CRADAs, and Federal projects
- ◆ Executed Memorandum Purchase Orders (MPO), Inter-Entity Work Orders (IEWO), and Work Authorizations (WA)
- ◆ Effectively communicated to internal and external participants on completion of DOE approval emails
- ◆ Used Strategic Partnership Projects System (SPPS) in collecting additional information for projects
- ◆ Prepared document distribution to team members, additional participants, and customers
- ◆ Promptly executed new sponsor code requests and provides existing codes to internal colleagues
- ◆ Prepared reports requested by supervisor and other internal shareholders with accuracy and in a timely manner
- ◆ Worked directly with SPA Administrators to assist in meeting deadlines and helps with immediate changes

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03/2014 – 08/2020

Technical Clerk

Roane State Community College – Harriman, TN

- ◆ Coordinated and executed time-sensitive projects requested by three supervisors and the College President
- ◆ Served as President of Support Staff for meetings, budgets, and procedures for 150 Support Staff member
- ◆ Prepared and maintained records, reports, grants, proposals, contracts, files, and memorandum purchase orders
- ◆ Worked alongside various people from different backgrounds on local, state, and federal proposals and grants
- ◆ Secured and distributed over two million dollars in grant funding from local, state, and federal agencies
- ◆ Served as primary “go-to” person for all grant proposals, agreements, policies, and procedures
- ◆ Ensured all proofreading, data research, and submission of time-sensitive grants and agreements

01/2013 – 02/2014

Recruiter

National College of Business and Technology – Knoxville, TN

- ◆ Established outreach to generate potential active and non-active military students for various college programs
- ◆ Ensured the college’s values and ethics were always met at a high standard
- ◆ Handled all paperwork from beginning of enrollment to graduation for each student
- ◆ Maintained strong relationships within the community to promote more active-duty enrollment
- ◆ Increased retention rates by working directly with all professional staff, faculty, and students
- ◆ Provided on-site tours and established rapport with individuals from all walks of life

05/2011 – 01/2013

Recruiter

Express Employment Professionals – Knoxville, TN

- ◆ Provided employee training and orientation services in the Knox, Roane, and Cumberland County areas
- ◆ Strived for client satisfaction by meeting strict deadlines and adapting to immediate changes
- ◆ Handled organizational changes, confidential information issues, and other sensitive HR matters
- ◆ Provided the Roane County Industrial Park with over 80 employees with previous manufacturing work experience
- ◆ Recruited, interviewed, and coached individuals on each company’s policies and procedures

12/2006 – 09/2010

Contract Specialist

The Rush Fitness Corporate Office / Gold’s Gym – Knoxville, TN

- ◆ Established, maintained, and updated contracts, documents, records, and files
- ◆ Served as the Contract Specialist for 10 locations in three southeastern states
- ◆ Monitored contracts for errors and infractions prior to filing and permanently binding
- ◆ Served as primary point-of-contact for corporate office agreements and other contracts
- ◆ Prepared and handled documents through data entry, Microsoft Excel, Microsoft Word, and Microsoft Access