

Paula Grabowski

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Athens, TX & Texarkana, TX

CONTRACT MANAGER

A results-oriented Contract Manager with experience in contract management at all phases of leadership. Expertise in leading teams to improve performance, customer loyalty, and forging partnerships with internal and external partners. Specializes in helping companies forge new contracts through negotiation and management; closeout and evaluation.

KEY COMPETENCIES

P&L Management
Strategic planning
Client relationships

Financial reporting
Negotiations
Compliance

Team leadership
Communication
Delivery management

PROFESSIONAL EXPERIENCE

eqALL & SDBC/North Texas Community College

Apr 2023 - Present

Advisor: *Texarkana, Mt.Pleasant & Dallas*

Working with Dallas College and other similar educational institutions to bring government contracting knowledge to new and established businesses.

Accomplishments:

- Provide resources to small businesses cross-industry including defense and other contractors who provide services and products sought by the US Government(s).

RedBird Cleaning Services & Dent Enterprises (Janitorial)

Nov 2021 - Present

Contract Manager (Texas Government Sectors)

Manage all phases of Contract Management

Accomplishments:

- Find and respond to government solicitations on portals and competitive sealed bid.
- Negotiate terms during post-award; Route contracts for signatures.
- Collect and analyze proof of product delivery or services provided.
- Respond to all government reporting & compliance requests or requirements.

BuzzClan

Nov 2022 - Nov 2023

Sr. Business Development Lead

Manage Sales for US Government Sector

Accomplishments:

- Closed \$5M Subcontractor Account for Minority-Owned US Government Prime Contractor.
- Managed 3 Team Leads and 65 Recruiters in IT Staffing and Healthcare.
- Responded to State tollway authority solicitations for major data projects. Attended pre-bids, wrote bid and managed awards or debriefs for non-award.

State of Texas & University of Texas at Tyler

July 2013 - Mar 2017

Roles: TxHUB Coordinator, TxHUB Statewide Marketing Director, Contract Administrator, Tax Compliance Officer & Occupational Licensing Specialist

Accomplishments:

- Observed over 1000 Texas Contract Evaluations.
 - Provided roll-up figures for eleven (11) Annual Supplier Sourcing Reports lead by UT System, Austin.
 - Managed Event Coordination for all 200 State agencies and universities required to promote programming by state statute.
 - Collected Administrative fees from all Texas State contracts.
 - Collected delinquent Sales & Use and Franchise Tax from Texas Vendors
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- Renewed 2000 Licenses for Texas Utility Licensees.

EDUCATION

Texas A&M Commerce

Bachelor of Business (Magna Cum Laude), 2015