

# THOMAS HARRIS

Contracting Specialist | Contracting Officer | COR-Certified

267.496.4393 • thomasharris215@gmail.com • Upper Saddle River, NJ • Active Secret Clearance

## PROFESSIONAL SUMMARY

Results-driven Contracting Specialist and Contracting Officer with 10+ years of experience in federal acquisition, contract administration, and program management. Demonstrated expertise in drafting and executing Statements of Work (SOW), Performance Work Statements (PWS), Quality Assurance Surveillance Plans (QASP), and Work Breakdown Structures (WBS). Proven track record managing multi-country, multi-vehicle fleet contracts valued up to \$650,000 and delivering over \$226,000 in cost savings. Holds an active U.S. Government Secret Clearance and Contracting Officer Representative (COR) Certification.

## CORE COMPETENCIES

Federal Acquisition & Contract Administration • SOW / PWS / QASP / WBS Development • COR Oversight & Surveillance • Vendor & Stakeholder Management • Cost Reduction & Budget Optimization • Risk Management & Compliance • Procurement & Source Selection • Project Scheduling & Resource Allocation • Program Documentation & Reporting • Microsoft SharePoint / MS Project / Excel

## PROFESSIONAL EXPERIENCE

### Contracting Officer

January 2025 – Present

*New York National Guard*

- Draft and execute comprehensive contract documentation including SOWs, PWS, WBS, and QASPs for 20+ vehicle lease contracts across multiple Middle East countries, ensuring full FAR/DFARS compliance.
- Serve as Contracting Officer's Representative (COR) for the contracted vehicle fleet in Kuwait, overseeing a \$650,000 contract through rigorous Quality Assurance Surveillance inspections and accountability measures.
- Led a complex fleet reallocation initiative, reducing contracted vehicles from 143 to 62 amid significant budgetary constraints — delivering \$226,000 in cost savings while preserving full operational readiness.
- Conduct strategic contract analysis and resource realignment to prioritize mission-critical requirements and sustain organizational performance.

### Logistics Program Coordinator

February 2021 – December 2024

*New York National Guard*

- Provided contracting and acquisition support to senior leaders across all project management disciplines: cost, schedule, scope, risk, communications, procurement, and stakeholder management.
- Developed and maintained comprehensive contract documentation including processes, plans, SOWs, briefings, presentations, status reports, and burn reports for multi-unit programs.
- Monitored contract and project performance, identifying issues proactively and recommending timely resolutions to minimize cost and schedule impacts.
- Managed all inbound/outbound reports and orders, ensuring consistent service delivery and stakeholder satisfaction through regular communication and analytical review.

### Project Manager

January 2017 – May 2023

*New York National Guard*

- Managed concurrent projects to scope, schedule, and budget, including coordinating logistics and movement for 200+ personnel across the Middle East theater of operations.
- Developed and maintained project documentation including schedules, risk management plans, and status reports in alignment with organizational standards.
- Conducted analytical assessments of multiple courses of action, providing decision-makers with data-driven recommendations for optimal outcomes.
- Fostered strong working relationships with internal and external stakeholders, ensuring clear communication of project requirements and milestones.

**Executive Officer**

August 2017 – June 2019

*New York National Guard*

- Synchronized staff and logistical operations to ensure seamless coordination of resources and sustained company-level readiness.
- Maintained accurate financial records and safeguarded equipment and assets valued at over \$10 million.

**Platoon Leader**

September 2013 – August 2017

*New York National Guard*

- Directed training, development, and welfare of 20+ soldiers across diverse domestic and international environments.
- Oversaw maintenance and operational readiness of equipment and vehicles valued at over \$10 million.

**CERTIFICATIONS & CLEARANCE**

- Contracting Officer's Representative (COR) Certification
- Operational Contract Support (OCS) Certification
- Google Cybersecurity Certificate
- Active U.S. Government Secret Clearance

**EDUCATION****Bachelor of Arts, Speech Communications and Rhetorical Studies***Hofstra University, Hempstead, NY*