

Ngoc Ballard

Procurement Manager

📞 (480) 555-6193

✉️ ngoc.ballard@example.com

🌐 [linkedin.com/example/ngocballard](https://www.linkedin.com/example/ngocballard)

📍 Chandler, AZ 85225

STRENGTHS

- 🛡️ **Ethical sourcing**
Applied documented controls on grant funded purchases, and legal partners gained confidence in defensible awards.
- 👥 **Team coaching**
Set clear workloads and coached procurement staff through difficult files, helping peers become trusted resources.
- 🗣️ **Vendor service**
Answered supplier concerns with patience and clear records, turning tense questions into workable next steps.
- ♥️ **Contract judgment**
Balanced operational needs, risk, and public rules during negotiations, and teams reached sound agreements.
- 🚀 **Audit readiness**
Kept procurement evidence connected across files, leases, and reporting, making annual review easier for finance.

SKILLS

Public procurement
IFB administration
RFP management RFQ process
SOQ evaluation
Contract negotiation
Strategic sourcing
Cooperative purchasing
Vendor relations
Public Records Requests
2 CFR Part 200 Spend analysis
Risk assessment SBITA tracking
GASB reporting

SUMMARY

Public procurement manager with nine years of government purchasing and contracting experience, including five years supervising procurement professionals and directing competitive solicitations. Leads IFBs, RFPs, RFQs, SOQs, legal advertisements, bid documents, evaluations, awards, negotiations, and contract administration with careful attention to public accountability. Applies **2 CFR Part 200**, state and **local procurement rules**, records retention requirements, protest procedures, **Public Records Requests**, and grant funded purchasing controls. Partners with legal, finance, operational, and vendor stakeholders on cooperative agreements, construction agreements, **professional services agreements**, leases, SBITA tracking, GASB reporting support, and annual audit documentation. Builds capable teams through workload planning, coaching, training, quality review, and practical policy guidance. Brings disciplined sourcing, clear communication, ethical judgment, and service focused procurement leadership to deadline driven public operations.

EXPERIENCE

Procurement Manager

Sonoran Regional Services District 📅 February 2022 - Present 📍 Chandler, AZ

Direct centralized public purchasing and contracts operations, **supervise procurement staff**, and guide competitive sourcing, contract administration, compliance, and stakeholder service across district programs.

- Directed grant funded solicitations under **2 CFR Part 200**, protecting award eligibility and public funds.
- Managed **IFBs**, RFPs, RFQs, and SOQs from planning through award and **contract administration**.
- Supervised procurement staff through workload planning, coaching, training, quality review, and performance feedback.
- Negotiated construction, professional services, cooperative, and intergovernmental agreements with legal and finance partners.
- Resolved vendor protests, records requests, and disputes through documented review and timely communication.
- Used **spend analysis**, market research, risk review, and **performance measures** for sourcing decisions.
- Tracked SBITA arrangements and supported GASB reporting, annual statements, and audit documentation.

Senior Procurement Officer

Desert Valley Transit Authority 📅 August 2019 - January 2022 📍 Tempe, AZ

Managed high value public purchasing activity for a regional transit organization, coordinating solicitations, vendors, agreements, compliance reviews, and internal customers under demanding deadlines.

- Built **bid documents** and evaluation records that supported defensible awards and clear **public bid openings**.
- Applied federal, state, and local rules to **grant funded purchases** and contract files.
- Coordinated **vendor inquiries**, protest responses, records retention, and legal review across active procurements.
- Evaluated **cooperative agreements** and negotiated terms supporting service continuity and responsible spending.
- Trained staff and vendors on **electronic procurement portal** workflows, policies, and submission expectations.
- Reviewed market data, supplier performance, and risk factors before recommending sourcing approaches.

Procurement Specialist

Southwest Civic Purchasing Cooperative 📅 June 2017 - July 2019 📍 Phoenix, AZ

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Procurement Manager at Sonoran Regional Services District (4.6 Years)
- Senior Procurement Officer at Desert Valley Transit Authority (2.4 Years)
- Procurement Specialist at Southwest Civic Purchasing Cooperative (2.1 Years)

- Supported cooperative public purchasing programs through solicitation preparation, vendor coordination, contract records, **market research**, and compliant documentation for participating government organizations.
- Prepared IFB, RFP, RFQ, and SOQ materials for cooperative **government purchasing** events.
 - Compared supplier responses against published criteria and organized evaluation records for award decisions.
 - Maintained contract files, vendor communications, public records, and procurement portal documentation.
 - Supported negotiations for professional services, construction, and cooperative purchasing agreements with senior officers.
 - Researched markets and spending patterns to identify practical sourcing opportunities for member agencies.
 - Helped answer vendor questions and route **protests** or **disputes** for documented review.

PROJECTS

- Public Procurement Controls Program** 📅 2024
- Created a coordinated control framework for grant purchases, records, protests, vendor communications, and audit support. Clear documentation helped teams make consistent decisions under public scrutiny.
- Electronic Solicitation Training Program** 📅 2021
- Developed practical portal guidance for staff and vendors covering submissions, evaluations, communications, and records. Sessions made deadline driven purchasing easier to follow.

LEADERSHIP & AWARDS

- Certified Public Procurement Officer recognition, earned in 2022 through demonstrated public purchasing expertise.
- Procurement leadership recognition for coaching staff and strengthening documented solicitation practices.
- Service recognition for supporting cooperative purchasing, audit preparation, and cross functional public operations.

EDUCATION

Bachelor's Degree in Public Administration
Arizona State University 🎓 GPA: 0 📅 2017 📍 Tempe, AZ
***Coursework:** Public budgeting, government administration, public finance, contract management*

CERTIFICATIONS

- Certified Public Procurement Officer 📅 2022
- Valid Arizona Driver's License 📅 2026

TECHNICAL SKILLS

- **Solicitation Methods:** IFBs, RFPs, RFQs
- **Qualification Solicitations:** SOQs, bid documents, legal advertisements
- **Contract Types:** Construction agreements, professional services agreements, MOUs
- **Public Purchasing Rules:** 2 CFR Part 200, state rules, local rules
- **Procurement Platforms:** Electronic procurement portals, bid portals, vendor portals
- **Sourcing Analysis:** Spend analysis, market research, cooperative agreements
- **Contract Controls:** Performance measures, risk assessment, records retention
- **Public Finance Support:** SBITA, GASB, annual financial statements
- **Stakeholder Review:** Legal counsel, finance review, audit documentation
- **Supplier Administration:** Vendor inquiries, protests, disputes

PROFESSIONAL AFFILIATIONS

- Public procurement peer network participant, sharing practical approaches for compliant sourcing and contract administration.
- Government finance and legal stakeholder partner, connecting procurement decisions with audit readiness and public accountability.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST