

MY CAREER



- Senior Government Property Specialist at Asterion Defense Systems (4.3 Years)
- Government Property Analyst at Pacific Vector Aerospace (2.2 Years)
- Property Administrator at Sierra Mission Technologies (1.5 Years)
- Property Control Specialist at Canyon Ridge Aeronautics (8 Months)

Administered defense property processes covering receipt, identification, utilization, inventory, subcontractor documentation, reporting, and disposition. Supported program teams with accurate records, practical controls, and clear follow up across active government contracts.

- Recorded government property **acquisition** and **identification** data within controlled program records.
- Verified **utilization** and location information during scheduled inventory activities and record reviews.
- Collected subcontractor property documentation, then resolved missing evidence with contract teams.
- Prepared **inventory** reports that helped program leaders address exceptions before formal review.
- Supported **disposition** packages by matching property records with approved contract actions.
- Refined reporting routines after reviewing recurring discrepancies and stakeholder feedback.

Property Control Specialist

Canyon Ridge Aeronautics 📅 September 2017 - May 2018 📍 San Diego, CA

Supported controlled property receiving, tagging, location changes, inventory verification, audit preparation, and record maintenance for aerospace operations. Worked with warehouse, engineering, and program personnel to keep accountable property information current and traceable.

- Received and tagged controlled property, linking physical items with accountable records.
- Verified locations during **inventory** checks, documenting changes for timely system updates.
- Supported audit preparation by gathering tags, receipts, transfer records, and inspection evidence.
- Compared property records with servicing information, then flagged unresolved discrepancies for review.
- Coordinated warehouse and engineering follow up on missing or **damaged property**.
- Maintained organized files that helped supervisors answer property inquiries with confidence.

PROJECTS

Government Property Audit Readiness 📅 2024

Created a practical audit readiness workflow linking CostPoint records, physical inventory evidence, PIEE documentation, and PMSA support files. Improved traceability for reviews and inspection requests.

Contract Property Closeout Controls 📅 2023

Structured closeout records for disposition, relief of stewardship, subcontractor documentation, and final reporting. Helped teams resolve open property actions before contract completion.

LEADERSHIP & AWARDS

- Recognized by program leadership for dependable property audit preparation and clear supporting documentation.
- Selected as a trusted resource for resolving property record discrepancies across cross functional teams.
- Supported successful defense program inspections through organized records and timely follow up.

EDUCATION

Bachelor of Science in Business Administration

California State University, Long Beach 🎓 GPA: 0 📅 2017 📍 Long Beach, CA

Coursework: Operations management, business law, accounting, supply chain management

CERTIFICATIONS

- Active U.S. Government Top Secret Clearance 📅 2024
- Certified Professional Property Specialist 📅 2019

TECHNICAL SKILLS

- **Property Regulations:** FAR 52.245-1, agency clauses, DCMA requirements
- **Government Property:** Acquisition, utilization, stewardship relief
- **Property Lifecycle:** Maintenance, inventory, disposition
- **Audit Systems:** PMSA, property audits, inspections
- **ERP Platforms:** CostPoint, ERP records, property reporting
- **PIEE Workflows:** PIEE records, submissions, government property
- **Inventory Controls:** Physical inventory, tagging, location changes
- **Contract Administration:** Property provisions, contract closure, termination
- **Subcontractor Controls:** Subcontractor records, accountability, documentation
- **Property Investigations:** Lost property, damaged property, corrective action
- **Security Credentials:** Top Secret clearance, U.S. Citizenship, SCI eligibility
- **Defense Programs:** DOD programs, aerospace operations, export control

PROFESSIONAL AFFILIATIONS

- National Property Management Association member, supporting continued government property practice.
- Professional Property Specialists network participant, sharing practical stewardship and audit knowledge.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST