

Micah J. Butler

micah.butler@temple.edu

Landsdowne | PA | 19050 | 215-961-7311

EDUCATION

TEMPLE UNIVERSITY – Fox School of Business, Philadelphia, PA

Bachelor of Business Administration

Graduation: Dec 2024

Major: Management Information Systems | GPA: 3.43

TECHNICAL SKILLS

Contract Management: CONIT, PD2, SalesForce, CostPoint, Procurement Integrated Enterprise Environment (PIEE), Wide Area Workflow (WAWF)/ My Invoice, KTFileShare

Database Management: Microsoft D365. Microsoft Office

Government Contract Eligibility Systems: Contractor Performance Assessment Performance System (CPARS) , System for Award Management (SAM), beta.SAM, General Service Administration (GSA), FedBizOpps, Air Force Way (AFWAY)

United Kingdom Contract Eligibility Systems: MyTenders

EXPERIENCE

NATIONAL MEDICAL SERVICES, INC., Horsham, PA

Jan 2022 - current

Contract Administrator, Finance

- Administer contracts, amendments, modifications, and various other contractual documents with 250+ clients throughout the U.S. (to include some U.S territories) as well as some overseas clients.
- Executes 100+ vendor, annual, state, city, county, and many other registrations to remain contract compliant.
- Coordinates with company broker insurance certification and disability and workers compensation certificates for 250+ clients.
- Trained 14 personnel on company contract process.
- Created new contract pipeline and registration trackers along with trainings on how to navigate both.

LINQUEST CORPORATION, Albuquerque, NM

Aug 2021 – Oct 2021

Contract Specialist Intern, Contracts

- Reviewed and redlined non-disclosure agreements, and teaming agreements by negotiating with counter party through the corporate approval process.
- Administered contract amendments and modifications by utilizing company approval sheets to update Excel documents, create contract briefs, and Project Action Notices.
- Trained on Talent Learning Management System. 17 Courses completed, 23+ hours of training, 4600 points.

UNITED STATES AIR FORCE, Lakenheath, UK & Albuquerque, NM July 2017 – Dec 2021

Contract Specialist, Contracting

- Managed a diverse contract portfolio for three (3) Royal Air Force Bases and one (1) U.S Air Force Base worth up to \$17M.

- Executed finalized contracts by conducting market research, developing and determining acquisition strategies, compiling and evaluating solicitation packages, and drafting contracts until a final contract was produced.
- Consulted with U.S Air Force mission partners and Contractors to ensure requirement packages were built, regulations were being abided by, and funding was approved.
- Coordinated with Defense Finance Accounting Service to ensure timely payment to contractor.
- Represented U.S Air Force at meetings to discuss and negotiate contractual obligations as well as lead site visits throughout each base.

VOLUNTEER EXPERIENCE & AWARDS

The Air Force Achievement Medal for Meritorious Service, Staff Sergeant Promotion Statement, Coined by Mission Support Group Chief, Airman of the Year (Squadron), Volunteer of the Year (Squadron, Group, and Wing), Airman of the Quarter (Squadron 2x), Volunteer of the Quarter (Squadron 3x and Group), Below the Zone Recipient, Coined by Wing Command Chief, Basic Military Training Honor Graduate

SKILLS

Software: Microsoft Word, Excel, Outlook, PowerPoint ,Google Docs, Sheets, Slides, Canva

Clearances: Active Secret Security Clearance

Certifications: Acquisition Professional Development Program (APDP Level I) Defense

Acquisition University Received: 2019, Airman Leadership School United States Air Force

Received: 2021