

Masters Certificate, Supply Chain Management, Arizona State University - 2009
Bachelor, Business Administration, Marketing, University of Alaska Anchorage - 1996
Associate of Applied Science, Business Management, University of Alaska Anchorage - 1991

SHANNA L. DAVIDSON, C. P. M.

Professional Profile

Motivated and personable business professional with multiple college degrees and a successful track record of progressively responsible management, contracting, procurement, supply chain, compliance and proposal development experience. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive and confidential records with a demonstrated history of producing accurate, timely contracts, forecasts and proposals while meeting stringent client requirements and specifications.

Flexible, versatile and able to maintain a sense of humor under pressure that thrives in a deadline-driven environment. Competent and poised with the ability to easily transcend cultural differences.

Skills Summary

Project Management	Team Building	Staff Advancement
Strategy Development	Negotiation	Technical Writing
Customer Service	Contract Development	Data Analysis
Process Improvement	Compliance Auditing	Professional Presentations

PROFESSIONAL EXPERIENCE

Contracts and Compliance Manager (contract position)

Petrotechnical Resources of Alaska, Anchorage, AK, May 2018 – Present

- Manage contracts and procurement functions for Furie Operating Alaska LLC's 2018 drilling program
- Identify and negotiate with suppliers to achieve best value for the client
- Perform compliance audits and support timely cost reporting
- Support planning and documentation efforts for future client activities

Office Manager (part-time)

CWM Services, Anchorage, AK, September 2016 – Present

- Provide project management support for repair and remodel projects
- Identify and negotiate with suppliers to improve supply chain efficiency and best value
- Ensure timely, accurate accounting and bookkeeping
- Primary point of contact for project expediting, logistics and troubleshooting

Manager, Supply Chain Management and Proposal Development

ASRC Energy Services, LLC (AES), Anchorage, AK, December 2011–August 2016

- Led a team of fourteen procurement, proposal development and estimating professionals
- Administered an annual budget of approximately \$1.1M
- Ensured consistent, high-quality, and competitive bid submissions
- Optimized supply chain activities to obtain the highest value for purchases
- Provided contract support including bid response preparation and negotiations, internal coordination, periodic quality reviews of contract performance, and development of corrective action plans
- Developed and implemented policies and procedures in support of AES Operations
- Identified and negotiated with suppliers to leverage purchasing power in conjunction with the Procurement Manager and Business Unit
- Develop earned value forecasts, reporting against KPI's, spend and schedule metrics
- Primary point of contact for contract audits; facilitated audit activities, ensured effective corrective plans for negative findings, and tracked completion of findings and improvement activities

Category Specialist, Operations and Maintenance

BP Exploration (Alaska), Inc. (BPXA), Anchorage, AK, August 2008–December 2011

- Developed and implemented market sector and strategic sourcing strategies in support of the Greater Prudhoe Bay Operations that resulted in win-win contracts that reduced costs and improved efficiency
- Established "should cost" models, aggregated demand, and implementation of category management
- Led the market sector strategy team that developed the BPXA Fleet and Equipment Strategy
- Implemented robust supplier management process for strategic suppliers
- Functioned as the Logistics Section Representative on the Business Support Team and the Support Branch Director on the BPXA Incident Management Team

Contracts Manager/Administrator

Chugach Alaska Corporation

Chugach McKinley/Chugach Management Services, Anchorage, AK, February 2003–August 2008

- Managed the subsidiary office and procurement staff

- Administered 131 prime contracts for base operating services, construction, JOC/SABER, commercial contracts, and approximately 300 subcontracts supporting DOD, NSA, DOE, DOL, and FWA programs
- Performed analysis of subcontractor performance and implemented corrective action plans
- Coordinated with government representatives and created appropriate supporting documentation to facilitate contract modifications
- Participated in prime contract negotiations and lead subcontract solicitation activities
- Calculated cost and pricing data for wage changes, contract modifications, subcontracts, and proposals
- Developed and maintained project cost and schedule reports.
- Supported 32 job sites across the U.S., Canada, Turkey, and the South Pacific to ensure all subcontracts were complete, accurate, and in compliance with all applicable laws and regulations
- Oversaw the project site Contract Specialists/Administrators and acted in place of the President and Division Managers, within delegated authority limits, in times of their absence from the office

Manager–Contracts and Procurement
URS Corporation, Anchorage, AK, July 2001–February 2003

Contracts Specialist
Alaska Native Tribal Health Consortium, Anchorage, AK, December 1999–June 2001

Consulting Analyst
Hawk Construction Consultants, Inc., Anchorage, AK, June 1998–December 1999

Contracts Administrator
BP Exploration (Alaska), Inc., Anchorage, AK, October 1988–June 1998

Professional Affiliation / Certification

- Institute for Supply Management (formerly NAPM), Certified Purchasing Manager (C.P.M.), 1999