



SUMMARY

Emmy has 19 years of experience in project coordination and contract management. Most recently, she spent four years in the Engineering, Architecture, and IT Systems Integration field and another three years as a manager in the telecommunications industry. As a project coordinator for Clevor Consulting Group, she is supporting proposal responses, procurement, market research, requirements gatherings, internal cost analysis, and contract management. Since joining CCG, Emmy has become a key support staff in managing the daily tasks associated with administrative project efficiency and productivity for our principals and technical consulting team.

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WORK HISTORY

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| 2021 – Present | <p>Project Coordinator, Clevor Consulting Group Inc.</p> <p>In 2021, Emmy was hired by Clevor Consulting Group as a Project Coordinator where she streamlines procurement processes, supports firm growth and productivity, and handles backend processes to assist in maintaining our promised efficiency for our clients and projects. Since joining CCG, her role has expanded to include project-based research, contract management, and project coordination, as well as interfacing with client agency’s key staff in support of task development, proposal development, and the compilation of vital project requirements.</p> |
| 2015 – 2018 | <p>Manager, National Network Services of Oregon</p> <p>Emmy was responsible for contract management and project coordination for all major and minor institutional projects directed and managed by the Principal PM of NNSOI. She managed procurement response and initiatives, contract compliance, purchase order reconciliation and budget analysis, vendor management, cost analysis, monthly invoicing, quarterly reports, vendor management, job cost estimates, and financial analysis.</p> |
| 2011 – 2015 | <p>VP Federal Contract Services, Huntsville Executive Search</p> <p>In 2015, HES recruited Emmy to initiate their federal division specializing in Engineering, Architecture, and IT Systems Integration. She was responsible for the profit and loss of the GSA division, contract sales and negotiation, vendor management systems, GSA procurement, RFP/RFQ/RFI and proposal writing for all federal contracts at HES. Additionally, she tracked and evaluated current projects that were up for rebid to determine the company’s best-valued approach to win the contract. She was responsible for managing, staffing, recruiting, hiring, and onboarding personnel. She worked directly with the US Army Corps of Engineers, Memphis District 9 on a 5-year BPA which resulted in \$1.5M of company revenue in their first year.</p> |
| 2005 – 2011 | <p>National GSA Contract Manager, UHC Solutions</p> <p>At UHC Solutions, Emmy managed the largest project in company history and was awarded three national GSA schedules that launched their Federal Contract division and increased their revenue capacity by \$3.5M in combined federal sales for FY10, their first full year as a small business in Federal</p> |

Contracting. She managed the proposal writing process for all RFP/RFQ/RFI's which included the origination and solicitation submittal for all future business. Contract management included the VA Federal Supply Schedule, HR Professional Schedule, and Temporary and Professional Staffing schedule for a national customer base. She received four promotions in 5 years and became known as the GSA SME inside of the MRI network (a global network of over 325 firms)

PROFESSIONAL ACCOMPLISHMENTS

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| 2015 | Member of the Management Leadership Team and Management Counsel |
| 2009 | MRI Network, Situational Leadership |
| 2006 | ISU International Staffing University, Staffing Government Contracts |

EDUCATION

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| 2004 | Bachelor of Arts in Sociology, University of Oregon, June 2004
Emmy earned her BA at the University of Oregon in three years with an emphasis on Labor, Work, and the Economy. |
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