

JOARY M. KHAIRUDIN-CASEY

MBA, PMP, FAC-C Professional, FAC-COR Level III

Acquisition & Procurement | Project Management | Learning & Development

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SUMMARY

Strategic Acquisition, Project Management, and Learning & Development Professional with 15 years of experience leading federal acquisition programs, contract lifecycle management, and workforce development initiatives. Proven expertise in category management, FAR compliance, spend analysis, and supplier performance optimization. Skilled in driving process improvements, leading and training/mentoring cross-functional teams, and delivering strategic sourcing and workforce solutions aligned with organizational goals. Experienced in stakeholder engagement across public and private sectors to enhance value, reduce risk, and improve operational efficiency.

EXPERIENCE

Procurement Specialist

Prince George's County Public Schools 01/2026 - Present Upper Marlboro, MD

- Manage end-to-end procurement actions for a large public school system, including requisition review, solicitation development (IFB/RFP/RFQ), vendor communications, evaluation support, award recommendations, and contract file documentation
- Ensure compliance with district policies and applicable state/local procurement requirements by drafting and maintaining clear, audit-ready records (specifications, determinations, bid tabs, evaluation summaries, and award memoranda)
- Conduct market research and cost/price analysis to support best-value decisions, improve competition, and identify opportunities for standardization and savings across schools and administrative departments
- Administer purchase orders and contracts post-award, including tracking deliverables, resolving invoice/receiving discrepancies, processing amendments/change orders, and coordinating with end users to ensure timely fulfillment
- Build and maintain strong vendor and internal stakeholder relationships, leading negotiations and issue resolution to reduce cycle time, improve service levels, and support uninterrupted school operations

Federal Acquisition Instructor

Stafford Consulting Company, Inc. 08/2025 - Present Remote

- Deliver instructor-led federal contracting and acquisition training (AI, FAR/agency policy, procurement planning, solicitation, source selection, contract administration, and closeout) for multi-level audiences translating complex regulatory requirements into practical, job-ready application
- Design and facilitate highly interactive courses using adult-learning principles, case studies, and scenario-based exercises to improve learner comprehension, confidence, and real-world performance
- Develop and maintain instructional materials including lesson plans, facilitator guides, slide decks, job aids, and assessments ensuring accuracy, consistency, and alignment with current FAR updates and client requirements
- Provide subject-matter support to acquisition organizations by coaching staff on documentation standards, evaluation practices, and compliance risk mitigation across the acquisition lifecycle
- Measure training effectiveness through pre-/post-assessments and participant feedback and analyze results to continuously refine content and increase learner outcomes and customer satisfaction

Senior Contract Specialist & Acquisition Career Liaison, (GS-14)

U.S. Department of Transportation 01/2023 - 09/2025 Washington, DC

- Co-led administering a \$680 million Indefinite Delivery Indefinite Quantity (IDIQ) Cost Plus Fixed Fee (CPFF) contract under FAR 15 to 18 contractors to provide engineering Project Management Oversight services on various large, complex capital transit projects
- Awarded task orders under FAR 16 managing an acquisition portfolio of over 100 individual projects totaling more than \$100 million
- Conducted industry day, pre-proposal conferences, negotiation and discussion meetings, contract kick-off meetings, question/answer inquiries, and informational webinars
- Developed documents including Requests for Proposal (RFP), Requests for Quote (RFQ), statements of work, evaluation criteria, cost analysis, negotiation/discussion memorandum, and contract awards
- Oversaw the acquisition careers of 210 Federal Acquisition Institute certificate holders and provided guidance to aspiring certificate holders representing agency in departmental policy and acquisition career meetings

EDUCATION

Master of Business Administration

Indiana Wesleyan University

08/2018 - 08/2019 Marion, IN

- Concentration: Project Management

Bachelor of Arts

George Mason University

08/2006 - 05/2010 Fairfax, VA

- Major: Public & Community Engagement
- Minors: Leadership Studies & Nonprofit Sector

CERTIFICATIONS

AI Prompt Engineering Credential, 2025

Federal Acquisition Institute

Generative AI HR Professional, 2025

Vanderbilt University on Coursera

Intro to Risk, Issue, & Opportunity Management Credential, 2025

Defense Acquisition University

Cybersecurity for PMs Credential, 2025

Defense Acquisition University

Category Management Credential, 2025

Defense Acquisition University

FAC-C Professional, 2024

Federal Acquisition Institute

FAC-COR Level III, 2022

Federal Acquisition Institute

360 Degree Assessment Certification, 2020

Center for Creative Leadership

Project Management Professional, 2016

Project Management Institute

AWARDS

🏆 Federal Transit Administration Team Award for Business Process Improvement, Apr. 2024

🏆 Federal Transit Administration Team Award for Business Process Improvement, Mar. 2016

🏆 U.S. Department of Transportation Secretary's Partnering for Excellence Award, Nov. 2015

COMPLETED TRAINING COURSES

FQN 510 AI for Federal Decision Making (Instructor)

Stafford Consulting Company, Inc.

CPARS Power Hour (Instructor)

Federal Transit Administration

CLPs for FAI Certifications (Instructor)

Federal Transit Administration

Technical Evaluation Team Training (Instructor)

Federal Transit Administration

Administration of Cost-Reimbursement Contracts Management Concepts

Advanced COR Workshop

Management Concepts

EXPERIENCE

Management Analyst & Contracting Officer's Representative, (GS-13)

U.S. Department of Transportation 05/2022 - 01/2023 Washington, DC

- Drove \$50 million in strategic sourcing initiatives improving procurement efficiency by 20% through category management
- Applied category management principles to identify and manage spend under assigned categories collaborating with program staff to develop and implement strategic sourcing initiatives
- Promoted adoption of government-wide acquisition vehicles and Best-in-Class contracts aligned with category goals to improve procurement efficiency and compliance with OMB Category Management policies
- Advised leadership and program staff on acquisition planning, contract vehicles, and category-aligned strategies ensuring technical requirements, cost estimates, and performance metrics supported agency objectives

Training Officer & Contracting Officer's Representative, (GS-13)

U.S. Department of Transportation 01/2017 - 05/2022 Washington, DC

- Increased procurement efficiency for over 500 employees by managing a \$1.3 million budget using firm fixed price contracts, interagency agreements, purchase orders, and government purchase card for agency training and travel demonstrating fiscal responsibility
- Served as COR on a \$4 million firm fixed price contract improving invoicing and reporting processes, approving project levels of effort, and implementing solutions to correct actions and save the government money ensuring deliverables were completed within scope, budget, and on schedule
- Applied category management principles to evaluate and standardize contract structures identifying opportunities to optimize indirect cost recovery, reduce administrative overhead, and enhance pricing transparency
- Gathered and analyzed program-level spend annually to support spend analysis, contract consolidation opportunities, and future acquisition planning

Learning & Development Consultant

The Millennium Group International 11/2013 - 01/2017 Washington, DC

- Founded agency onboarding program introducing an interactive, year-long curriculum to acclimate new employees with job and organization culture that encouraged networking and relationship-building
- Designed agency learning curriculum identifying core competencies required at basic, intermediate, and executive levels with the series of developmental courses using a learning management system
- Led onboarding of 100 newly hired and promoted supervisors by designing and delivering a mandated training program compliant with OPM regulations including collaborative, interactive sessions to promote ongoing learning

Training Consultant

Ideation Consulting 10/2012 - 11/2013 Chantilly, VA

- Co-led and delivered National Emergency Management Information System Mitigation training course instructing over 300 mitigation professionals nationwide
- Organized seamless administration for pre-, onsite, and post-training logistics for courses delivered in the field across the U.S. ensuring coordinating logistics, training data, and progress reports status updates
- Performed Section 508 compliance procedure on 500-page Federal Highway Administration (FHWA) manual ensuring documents were accessible for all FHWA employees during and after training courses

Proposal and Contract Manager

Isom Global Strategies 07/2011 - 10/2012 Washington, DC

- Secured 3 contracts valued at \$12,175,000 by establishing a structured capture management and proposal submission strategy
- Served as project manager for a \$175,000 time and materials contract with Centers for Medicare & Medicaid Services supporting information dissemination to 2,000 healthcare professionals
- Integrated category management insights into proposal development by aligning solutions with client strategic sourcing priorities, resulting in a 20% increase in win rate on proposals tied to Best-in-Class (BIC) or category-aligned contracts
- Increased workflow efficiency by creating methodology for conference registration enabling real-time updates, streamlined status reporting, and pre- and post-conference reconciliation

COMPLETED TRAINING COURSES

Advanced Prompt Engineering for Everyone

Vanderbilt University on Coursera

CLC 057 Performance-Based Payment & Value of Cash Flow,

Federal Acquisition Institute

CLC 110 Spend Analysis Strategies

Federal Acquisition Institute

CLE 028 Market Research for Engineering and Technical Personnel

Federal Acquisition Institute

CON 0150 Category Management Overview

Federal Acquisition Institute

CON 170 Fundamentals of Cost and Price Analysis

Management Concepts

Developing the Independent Government Cost Estimate

Management Concepts

FCL-CM-2500 Category Management 101

Federal Acquisition Institute

Federal Acquisition Regulation (FAR) Overview

Management Concepts

FPDS-NG System Training

Department of Homeland Security

Fundamentals of Overhead and Other Indirect Cost Rates

Management Concepts

Leadership Skills for Non-supervisors

OPM Center for Creative Leadership

Managing Projects of Differing Complexity

Management Concepts

Prompt Engineering for ChatGPT

Vanderbilt University on Coursera

Statement of Work Workshop

Management Concepts

SKILLS

PRISM **DELPHI** **ESC** **Oracle** **OBIIEE**

FPDS-NG **SAM.gov** **CPARS** **eSRS**

GSA eBuy **GSA MAS** **G-invoicing** **Power BI**

JIRA **Learning Management Systems**

Microsoft Office 365 **Microsoft SharePoint**

Microsoft Project **Adobe Creative Suite**

Canva **Adobe Captivate** **Articulate 360**

FAI CSOD Administrator **Kahoot**

Poll Everywhere **Powtoon**

Webinar Platforms **Video Conferencing**