

Status

**Name** Kevin W Manuel  
**Application Date** 1/12/2023  
**Expiration Date** 1/12/2025  
**Board Member** Kevin W Manuel  
**Status** Validated

Board (Rank)	Vacancies	Status
Board of Tenants' Affairs (1)	0	Rejected
Coastal Resources Management Council (CRMC) Representative (2)	0	Pending
Police Pension Fund Board of Trustees (3)	0	Appointed

Basic Information

**Name**  
Kevin W Manuel

**I would like to be appointed to the position because:**

To Chairman Calouro & the Members of the Town Council, I recently moved home to Bristol after living out of state for the past seven (7) years and am looking to re-engage with our community through an appointment to a Town Board or Commission. During my time out of state I was fortunate to be appointed to the Arlington, VA County Commission on Parks & Recreation, serve as a liaison to the County Long-Range Planning Board and was an active member of the Aurora Highlands Civic Association. I am hoping to continue serving as a civic volunteer and hope to make a positive impact on my hometown now that I have returned. While I have identified specific vacancies above, please note that I am open to being considered for most/any vacancies that the Town Council is currently looking to fill, and believe my background and experience could prove beneficial to a variety of initiatives.

**Resume File**

 Download

Contact Information

**Address**  
19 Peckham Place  
Bristol, RI 02809

**Yes, I am a resident**

Yes



Occupation

# Kevin W. Manuel

## PROFESSIONAL EXPERIENCE

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### Program Manager-Federal Government Purchasing Programs

*Aug. 2022-Present*

*MBA CSi, Inc. (U.S. Department of Transportation)*

*Washington, DC*

- Responsible for administrative and supervisory work in support of government purchasing programs and coordination of daily office operations.

### Senior Program Manager- Federal Acquisition/Risk Management

*Jan. 2019-Aug. 2022*

*SPA, Inc. (U.S. Department of Defense)*

*Washington, DC*

- Provided direct administrative and program management support to an Undersecretary of Defense and Senior Department Leadership across government acquisition and purchasing offices.
- Responsible for the operational management of multiple contractor support teams tasked with providing administrative and purchasing support, policy analysis, stakeholder engagement, and public affairs.
- Oversaw human resources activities for project teams to include organization & personnel development, recruitment, selection and onboarding of new team members, payroll approval, and risk management.
- Facilitated and attended working-group meetings with internal and external USG stakeholders to promote program initiatives and share relevant policy/regulatory updates and challenges/solutions.
- Prepared briefings, presentations, and informational white papers for senior leadership and external stakeholders in support of federal program management initiatives and special projects.
- Monitored, analyzed, and assessed the effects and impacts of existing or proposed legislative and regulatory changes that arose in connection to the Department and office responsibilities.
- Served as a primary point of contact for the Contracting Officer (CO), the Contracting Officer's Representative (COR), Directorate management, and the senior leadership team.
- Supported contract administration activities including negotiation and approval of subcontracts, teaming agreements, purchase orders, and department invoices.
- Worked with our internal finance department team to develop department, program, and project-specific budgets; worked to improve financial performance and implement strategies to reduce cost overruns.
- Supported public/industry engagement team by providing broad-based support including developing strategic communications plans/approaches, industry outreach, public partnership engagement, cost-strategy, and marketing material creation.

### Project Manager - Enterprise Risk Management

*Aug. 2016 – Jan. 2019*

*Perspecta, Inc. (U.S. National Reconnaissance Office)*

*Chantilly, VA*

- Responsible for leading the implementation of the agencies' enterprise risk management (ERM) framework and advising senior agency leadership on potential risk management issues.
- Facilitated risk identification/assessment sessions, and the development of mitigation/remediation plans.
- Served as the primary liaison/team lead between program leadership and external stakeholders through each phase of the enterprise risk management process (analysis through mitigation/resolution).
- Supported the continuous evolution of the enterprise risk management framework, including foundational processes, policies, and internal controls (i.e., Standard Operating Procedures (SOPs), Statements of Work (SOW), and Teaming Agreements).
- Developed and implemented analytical solutions/tools to generate key data metrics and risk trends.
- Supported the business development team through the identification of potential business pursuits by analyzing market opportunities, requirements, and capabilities.
- Participated in the research, writing, editing, and formatting of proposal volumes and related documents, including RFI responses, template development, and past performance summarizations.

**Sr. Management Analyst-Records Management**

*Jul. 2015 – Aug. 2016*

*Dell Technologies, Inc. (U.S. Department of Defense)*

*Newport, RI*

- Managed a team of four records management analysts responsible for the administration of enterprise change management and records maintenance.
- Responsible for managing department workflow, setting schedules and benchmarks, monitoring daily performance, resolving issues, and managing risks.
- Oversaw the implementation of records management best practices and procedures across the life cycle of systems/programs.
- Provided training to internal and external stakeholders to improve awareness of and compliance with the records and change management process.
- Served as recording secretary for all Program Management Leadership meetings; responsible for maintaining meeting minutes and executing directives.

**Sr. Management Analyst-Records Management**

*Feb. 2013 – Jul. 2015*

*Raytheon Technologies, Corp. (U.S. Department of Defense)*

*Newport, RI*

- Led the coordination and administration of assigned records management activities for systems and equipment per contractual requirements.
- Reviewed and analyzed engineering change proposals and coordinated changes with internal and external stakeholders (PMO, finance, legal, manufacturing, and quality control).
- Supported the continuous development of enterprise and programmatic records management practices and evaluation of proposed process changes and tools.
- Responsible for the management of Division Records Database & Repository systems for records administration and maintenance.
- Served as recording secretary for Change Management Group, including organizing meetings, and maintaining meeting minutes and records for future review.

**Congressional Intern**

*May 2011 – Sep. 2011*

*Office of U.S. Senator Jack Reed (RI)*

*Washington, DC*

**COMMUNITY INVOLVEMENT/ VOLUNTEERING**

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- Arlington County Parks & Recreation Commission Commission Member
- Aurora Highlands Civic Association Association Member
- American Cancer Society CAN Ambassador
- Roger Williams University Alumni Association Chapter President, Washington, DC

**EDUCATION**

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**Master of Public Administration; State & Local Government**

*Johns Hopkins University*

**Master of Business Administration; Finance**

*Boston University*

**B.Sc. Management**

*Roger Williams University*

**PROFESSIONAL CERTIFICATIONS**

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**Project Management Professional (PMP)**

*In-Progress*

**Public Grant Writing**

*2020*

**State of RI Notary Public**

*2015*