

JACOB S. ZIENERT

(334) 328-6936

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- Motivated professional with a proven history of taking on responsibility and learning new skills in response to evolving business needs.
- Desire becoming a part of the growth engine for an organization, where I have an opportunity to apply my experience in inventory control, proposal management, information/database handling, program control, or management.
- Experienced in project coordination, research, procurement, capture management, IT support, program management, data management, workflow structure, and warehouse management.

CLEARANCE- Secret

EDUCATION

MBA - University of Alabama in Huntsville

Dec. 2013

BS in Biology - University of Alabama in Huntsville

Aug. 2012

WORK EXPERIENCE

eSolutions Architects – Montgomery, AL

Apr. 2020 - Mar. 2022

Project Coordinator

- Managed the Air Force Small Business Enterprise Application Solutions (SBEAS) contract vehicle.
- Submitted deliverables for the SBEAS contract vehicle to the government, ensuring all were submitted on time or early.
- Managed SharePoint file structure of the SBEAS contract vehicle for the company.
- Organized and uploaded all SBEAS RFPs, RFIs, and other requests SharePoint, and managed all changes or additions.
- Managed the calendar for all due dates regarding received RFPs, RFIs and other requests from the government and set up internal meetings.
- Managed a status and information page on SharePoint for all RFPs, RFIs and other requests from the government.
- Attended, took and distributed weekly meeting minutes for the SBEAS contract vehicle.
- Worked with upper management to refine and make the SharePoint file structure more efficient, and researched feasibility of requests made by upper management and providing recommendations.
- Reviewed initial proposals to ensure they were in compliance with the government's evaluation criteria and organized color team meetings for them.
- Readily took on new work as requested by upper management.

Consolidated Networks – Montgomery, AL

Apr. 2017- Nov. 2019

Project Analyst & Data Management

- Support Integrated Project Team (IPT) calls for assigned projects, collecting and disseminating meeting notes and tracking/reporting on action items
- Reviewed project data and reported on status of project activities to Project Manager

- Monitored project data repositories and ensured all relevant project data was synced to prime contract repository. Performed daily reviews of uploaded data to ensure changed files were uploaded within service level agreements.
- Learned new project workflow system, becoming the sole administrator of all project and company workflows. Established needed workflows to manage transfer, actions, and reports for project and corporate workflows.
- Tracked project assets (tools, equipment, etc.) and managed transfer of assets to deployed project teams located in up to five separate CONUS and OCONUS sites
- Built an inventory control process that successfully received, organized, tracked and delivered \$30 million of network equipment.
- Handled all inventory related issues, to include missing/damaged items.
- Established working process to report and resolve discrepancies and missing or damaged equipment.
- Established working process to configure network systems to meet specifications from project engineering staff. This involved a 15-step process that included quality control checks and validations. Supervised up to four IT Interns as they used the process. Adapted the process so efficiencies could be realized and updated for use in different contracts.
- One of only two personnel who interacted with the government's UID registration process.
- Sole provider of a daily sync of files from Company's database to prime contractor's SharePoint on one contract, main provider of transferring files to prime on another contract.

THE CENTECH GROUP - Falls Church, VA

Sept. 2014-Feb. 2017

Business Analyst

GWAC/IDIQ Task Order Management

- Managed company Government Wide Acquisition Contract (GWAC) Portal; evaluated new opportunities; handled updates, partner access, permissions, and user access; updated coworkers and teaming partners on seven government contract vehicles, including NETCENTS2 NETOps Small Business, SeaPort-e, and GSA Schedule 70 IT.
- Experienced using Task Order Sites of GSA, NETCENTS2, AFWay, SeaPort-e, and GSA Access
- Experienced in using GovWin and Small Business Administration (SBA) database
- Set the foundation for testing of email notification system for GWAC task orders.

Corporate Customer Relationship Management CRM Management

- Managed company contact database, maintaining listing information on contacts, potential partners, current partners, company profiles; developed and implemented reports based on my understanding of their businesses, my knowledge of our corporate goals, and senior management requests. Consisted of over 700 contacts across 500 companies and government agencies.
- As a key member of the CRM team, maintained company capture database, including customer requirements, contacts, and historical information used for assessing opportunities.

Corporate Business Management

- Supported the recruiting department when approving applicants for review, posting potential positions, and scheduling upper management to conduct interviews with potential hires.
- Provided additional assistance in the areas of recruitment, human resources, research, procurement, capture management, IT support, and program management.
- Provided a variety of research and support capabilities to company's senior leadership, including areas such as prospective partners, section 508, Americans with Disabilities Act, labor laws, among others.

MULLINS BUILDING PRODUCTS

Decatur, AL

Montgomery, AL

Summer 2010, Summer 2009

Jun. 2007- Jul. 2008

- Hired to deliver material and provide manual labor in the warehouse, I rapidly took on more specialized work and additional responsibility, including managing the warehouse for several months during the supervisor's absence.
- Provided quality control for incoming shipments. Itemized incoming inventory and organized warehouse by job order, and managed internal documentation to maintain inventory accountability and stock.
- Assessed job requirements and materials and tabulated costs to provide input for bids and proposals.
- Assembled Lists of Materials for installations of various complexities.
- Performed customer service duties when the office was short-staffed.
- Worked weekends to complete time-sensitive projects during surge efforts on key projects.
- Delivered materials to job sites and other company branches in a quick and timely manner as well as being polite and respectful to the workers and customers.
- Voluntarily developed basic welding skills to aid in manufacturing doors and door frames and to benefit the company

AWARDS AND CLEARANCES

- National Eagle Scout Association
- Secret Clearance

SOFTWARE AND SYSTEMS

- ACT
- Custom GWAC Portal
- Microsoft Office
- Box & Box Relay
- SharePoint