

CHERIE D. WELLS

Full Life Cycle Contract and Grant Administration Public Trust/ Tier II Clearance

Accolades

National Cancer Institute, NCI/NIH (FTE)

- 2025 PMAP Award
- 2024 Group Award for Training

National Cancer Institute, NCI/NIH (Contractor)

- 2022 NCI Director's Award
- 2021 Excellent/Outstanding rating in all categories for Performance Evaluation

Children's National Hospital

- 2019 Employee of the Year
- Identified award set-up inaccuracies, and revamped system to create efficient team communication and understanding
- Performed reconciliation of multiple award periods, resulting in the recovery of ~\$500,000.00 awarded monies

Education

- CON 1100 through 1400 to obtain **Federal Acquisition Courses Certificate, FAC-C**, Federal Acquisition University
- **Certificate of Completion in Grant Writing**, Augusta University
- **Graduate Certificate in Small Business Management**, Keller Graduate
- **Bachelor of Science**, Southern Illinois University, Carbondale

Databases

PRISM, Oracle, SAM.gov, CPARs.gov, Proposal Central, Electronic Grants Management System (EGMS), Electronic Contract Proposal System (eCPS), NIH eRA Commons (IMPAC II/CIMS/ RCDC), Grants.gov, BearGrants (Grants Management System) and Agiloft (Contracts Mgmt System) by Huron, SBCX (Small Business Reporting System), eSRs

Professional Overview

Contract Specialist

National Institute of Health/ National Cancer Institute 2023 to 2025

Perform specialized pre-award, contract award and administration actions (Acquisition and Option year planning with program staff, modification processing, fund reconciliation, deliverable and invoice processing, etc.). Serve as negotiator of Research and Development, non-R&D and Simplified Acquisitions service contract awards (Firm fixed price, Firm fixed price with fee, task orders, etc.) with limited Contracting Officer authority for the formulation of negotiation strategies and objectives. Procurement functions accomplished in accordance with Federal Acquisitions Regulations (FAR), Health and Human Services Acquisition Regulations (HHSAR) and NIH Manual Issuances.

Awarded: ~ \$5-7 million in SBIR contracts, task orders; Manage: ~ \$ 300K to \$10 million portfolio/ annually

Contracts Analyst (Contractor)

Preferred Solutions Group (Client: National Institute of Health/ National Cancer Institute), 2020 - 2023

Responsible for the NCI Small Business Innovation Research (SBIR) Program, conducting Proposal Analyses, Award Negotiation, Preparation and Distribution of Debrief notifications, providing responses to Solicitation Inquiries, Point of Contact for Annual solicitations (assisting with creation and amendments), completion of data reports for high level stakeholders (SBA, SEED office, etc.) as well as serving as liaison amongst NCI Acquisition office, Scientific Review Office and Program / Technical personnel.

Awarded: ~ \$5 to \$7 million in SBIR contracts.

Senior Grants and Contracts Specialist

Children's National Hospital-Silver Spring, MD, 2018 – 2020

Grant and Contract management responsibilities for projects from inception to close-out. Ensure compliance with applicable regulations and corporate policy. Knowledge of federal government contract regulations including Code of Federal Regulations (CFR) and sections of the Federal Acquisition Regulations (FAR). *Volume of Grant and Contract Proposal Submissions: over 150 per year per assigned Center; Awarded: ~ \$100k to \$15 million per year; Managed: ~ \$ 5 to \$35 million portfolio/ annually.*

Augusta University's Georgia Cancer Center - Augusta, GA - 2013 - 2018 Grant Development Specialist (Pre and Post Award), 2015 - 2018

Coordinate the pre-award planning, organization and submission of multiple private and public grants and contracts assigned to research and clinical departments within the University's Cancer Center; aid in the post-award administration of successfully funded grants. **Awarded: ~ \$350 k to \$15 million in various grants (R01s, R21s, Cooperative Agreements, Fellowship grants, etc.).**

Georgia Cancer Center Director's Executive Administrator, 2013 - 2015

Managed a multi-faceted Directors office and administrative team, acting as first line of defense for the Cancer Research Center; worked closely with research and clinical teams, business development and project management teams.

Senior Executive Assistant

PARSONS (National Government Services) – Washington, DC, 2010 – 2013

Maintained the operation of Government and Infrastructure division to include working closely with Senior Management and Business Development team to identify and maximize international and domestic Government and Technology opportunities, improve service and streamline program business processes, maintained VPs calendar commitments, coordinated complex travel arrangements and reconciliation of expense reports.



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