

Alan Z. Kleinman

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WORK EXPERIENCE

Lockheed Martin Aeronautics Company

June 2019 to Present

Subcontracts Management Sr. Staff, Advanced Development Programs (U2 Program, Special Access Restricted Program)

- Awarded and Managed Large Mixed-Mode Research and Development Subcontracts
- Proficient in Government / Non-Government Subcontracting utilizing Firm Fixed Price, Cost Plus Fixed Fee, Cost Plus Incentive Fee, and Time and Material contracting vehicles.
- Identified, monitored, and briefed the Program Office on potential risks and cost saving opportunities
- Mentored and lead colleagues in complicated subcontracting actions
- Designated pre-award peer-review responsibility
- Reviewed and Evaluated Proposals based on cost, best value, schedule, and technical capabilities.
- Prepared and presented sourcing strategies on developmental efforts and sustainment hardware.
- Incorporated Earned Value techniques when evaluating Subcontractor performance
- Maintained 100% first pass compliance on CCOPD subcontracts
- Broad knowledge base of Materiel Procedures, Terms & Conditions, and FARS & DFARS

Northrop Grumman Systems Corporation

June 2004 to June 2019

Contracts Representative, Mission Systems Sector (Space Intelligence, Surveillance & Reconnaissance Systems Division) (2016 to 2019)

- Manage multi-million dollar Research and Development (R&D) Contracts (CPFF, CPAF, CPIF, T&M, FFP, and FP-LOE)
- Lead and managed proposal creation and signoff efforts
- Performed financial analysis and maintenance on current contracts (financial forecasting and resource planning)
- Prepared briefing charts and briefed management during Contract Commitment Reviews
- Administered IWOs from other Sectors and Divisions
- Fostered open communications and good working relationships with management and Customers
- Lead negotiations with Customers for new contract awards and ECPs

Subcontracts Manager, Emerging Programs (Directed Energy, Space, and R&T) (2013 to 2016)

- Managed Multi-Million Dollar Research and Development Subcontracts
- Preparation of subcontracting labor resource planning on new proposals
- Created Statements of Work (SOW) for new research and development acquisitions
- Evaluated and monitored cost and schedule to determine Subcontractor performance

UMS Liaison & Department Lead, Airborne Systems Product Integration (2009 to 2013)

- UMS programs and Airborne Systems Procurement Focal Point.
- Managed and executed UMS program requirements including establishing interim controls, reporting systems, and performance metrics.
- Strategized the sourcing of critical components across all Procurement commodities
- Coordinated with IPT stakeholders to determine materiel visibility and requirements
- Managed Material and Supplier Risks / Opportunities
- Collaborated with functional departments to ensure effectiveness, efficiency and optimization of processes and systems
- Assisted in material cost reporting and tracking of UCAS-D BAC/EAC
- Assisted the execution and management of Materiel in accordance with Program schedules
- Designated Special Projects Lead
 - Auto-buy (Automated Material Purchasing System)
 - Automation of customer mandated contractual flow downs
 - Created Executive briefings for upper management.

Senior Buyer, Purchased and Standard Parts (2006 to 2009)

- Responsible for electronic components ranging from standard parts to design to spec and build to print for developmental and production programs

- Accountable for source selection, issuance of RFQs, bid evaluation, price negotiation, documentation, award and post award administration and change management
- Resolved procurement related issues with Engineering, Quality, Inventory Control, & Program Management
- Created and maintain electronic RFQ form for department use to ensure contractual compliance on the various programs (T&Cs and Program Flowdowns)
- Worked on special projects assigned by Material Management
 - Annual Certification Automation Project
 - SCMI Red and Yellow Supplier Improvement Process
 - Designed Macros in assistance of Program Visibility
 - Created Metrics to assist in departmental reporting

Material Support, Purchase and Standard Parts (2004 to 2006)

- Use database programs Access (SQR) and MRP Systems (TSO and CPSS) to input critical shortage data
- Created/Developed e-mail supplier contact system for tracking critical shortages
- Created Excel macros, pivot tables, to more efficiently perform material support functions
- Create charts and spreadsheets for Material Visibility, JIT for Standard Parts
- Create management Power Point presentations for e-meetings
- Created protocols/manuals defining material support functions

Magazine Mall, Los Angeles CA

August 2000 - October 2001

January 2003 - May 2004

Program Director/Business Development

- Developed and managed corporate and government contracts
- Researched and registered with federal, state and local government procurement agencies
- Registered under federal and state small business programs; Responded to RFQs
- Provided basic hardware and software computer and network technical support
- Supervised employees and performed standard maintenance on computers and Server/LAN
- Created records in Filemaker Pro and backed up data

LEADERSHIP & AWARDS

- Subcontract Management Sourcing Lead – Advanced Technical Refresh (ATR) (2020)
- Subcontract Management Segment Lead – Directed Energy (2014)
- Nominated for the Northrop Grumman Presidents Award (2013)
- Lead for the Auto-Buy SAP Enhancement project (2012-2013)
- SSSD Excellence Award (2011)
- Recipient of multiple Northrop Grumman TAP Awards for measurable contributions.

EDUCATION

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| ▪ International Buyer training | May 2015 |
| ▪ Facilitator course at NGAS | March 2008 |
| ▪ Greenbelt Certification | February 2008 |
| • Corporate Contracts training series | |
| • Graduate Certificate in Program Management, UC Irvine (Cum. GPA 3.9) | December 2005 |
| • B.S. in Criminal Justice, Cal State University Long Beach (Cum. GPA 3.2) | December 2002 |

COMPUTER SKILLS

- Super User: SAP and Business Warehouse
- Microsoft Office (Excel, PowerPoint, Word, Access, Project, Visio);
- Data Management & Data Analysis Skills