



QUALIFICATION AND ASSOCIATIONS

Member of the National Contract Management Association

EDUCATION

Bachelor of Arts – Magna cum Laude, Organizational Management, Ashford University

INDUSTRY TENURE

20+ years

HOWARD O. HUGHES SR. PROGRAM ANALYST

Mr. Hughes is an accomplished professional with over twenty years' experience in Contract Management, Production Planning and Business Process Analysis. Mr. Hughes has developed and led several very successful Contract Administration and Management teams in his career. He has extensive experience in writing procedural documents as well as implementing policies and procedures. He is also proficient in developing and delivering training, creating job aids and templates, and in managing teams.

SELECT RELEVANT EXPERIENCE

California WaterFix (\$16B)

Mr. Hughes joined Hallmark Group in part to help with implementation of the Program Management Information System (PMIS) for Waterfix. He was also brought on board to help write policies and procedures and to create any necessary job aids, templates, and contract related processes for this project. Mr. Hughes developed the financial closeout documents for the Planning phase of the program.

Concord Reuse Program (\$3B)

Mr. Hughes has been instrumental in creating the contract documents for all the consultants on this project for the coming fiscal year. He is also developing contract tracking and monitoring tools to assist the City of Concord in managing contracts and containing costs.

California High-Speed Rail (\$68.4B)

During Mr. Hughes' time on this project, he was responsible for developing two different Contract Management teams. Under his direction those teams created and implemented 9 policies and procedures, as well as over 70 job aids and templates in record time (less than a year). These policies and procedures and other contract management tools were not only vital to the Contract Managers in helping manage their contracts, but in also addressing some potentially large audit findings.

GSA Program (\$2M)

Mr. Hughes managed the General Service Administration contracts for the Environmental branch of HDR Engineering. Mr. Hughes facilitated all GSA RFQ and RFP responses as well as managed all GSA Task Orders. During his time there, these four contracts were audited by GSA and received zero findings, a first for this branch.