

# NATASHA WESTON

Blythewood, SC, 29016 | 803-387-1003 | [natasha.weston@yahoo.com](mailto:natasha.weston@yahoo.com) | [LinkedIn Profile](#)

## HEAD OF BUSINESS STRATEGY & BUSINESS OPERATIONS LEADER

SENIOR BUSINESS OPERATIONS MANAGER | CORPORATE STRATEGY MANAGER | SENIOR EXECUTIVE MANAGER

MBA | TS/SCI Clearance | PMP-Certified | 17+ Years of Leadership in Strategic Program Management

Leader with a 17+ year proven track record of driving operational excellence, managing large-scale programs, and transforming organizations across diverse business functions. Experienced as a *Program Manager, Senior Operations Manager, and Resource Management Specialist*, I bring expertise in procurement, budgeting, resource optimization, and data analysis to deliver measurable outcomes. Adept at building and leading high-performing teams, prioritizing projects, and navigating complex environments under pressure, all while maintaining a focus on innovation and adaptability. Recognized for fostering strategic relationships, executing organizational transformation initiatives, and process implementation. A recipient of seven distinguished awards for exceptional performance, I excel in *inspiring teams*, and delivering customer-focused solutions.

### Skills

#### *Program management and Leadership*

Strategic planning and operational leadership  
Transition planning and execution (e.g., contract transitions)  
Leading cross-functional and diverse teams  
Stakeholder engagement and relationship building with executive leadership.  
Problem-solving and conflict resolution at the organizational level  
Staff mentoring and development.

#### *Procurement and Acquisition*

Contract management, negotiation, and execution  
Knowledge of acquisition life cycles, FAR regulations, and contract types (FFP, T&M, CPAF, LOE)  
Subcontractor management, budgeting, and invoicing oversight  
Preparing and reviewing acquisition packages and government proposals  
Vendor relationship management

#### **CACI International** June 2023 - PRESENT

##### *Head of Business Strategy*

*Security clearance: Active/TS/SCI/ Full Scope Poly (March 2020), Adjudicated - 03/2020*

- Directing a \$3.5B classified program subcontractor portfolio with CACI International Inc, excelling in complex negotiations.
- Business Manager for a 1,000 FTE analyst program.
- Lead program transition during contract award/ transition.
- Manage 70+ subcontract partner agreements and 600+ subcontractors.
- Serve as the primary interface with subcontract partners.
- Work with the CACI leadership team to collaborate with the customer on upcoming contract modifications, financial needs, contract issues, and escalation.
- Manage subcontract funding mods, special rate negotiations with subcontract suppliers.
- Review and approve subcontract ceiling value increase.
- Primary interface for providing the source documents.
- Manage program ITAR license updates with the CACI's Export Office.
- Facilitate contractual and financial meetings within the program team.
- Approve prime contract government invoices.
- Conduct data analysis and provide recommendations.
- Facilitate all partner engagement to include briefings and written correspondence.
- Address contractual issues to include, personnel concerns, financial reconciliations, contractual term changes and other contract execution.
- Formal mentor to company employees.

#### **CACI International** July 2020 – June 2023

##### *Program Manager/ Senior Program Operations Manager – CACI Annapolis Junction*

- Lead the CACI PMO as the Program Operations Manager supporting large prime contracts with various contract types to include CPAF, FFP, and LOE task.
- Lead team for new hire onboarding, facilities, operational security, information technology requirements, and financial execution.
- Prepare briefing charts, spreadsheets, memos, and other documents within prescribed timelines for review and analysis. Reports supporting program forecasting, execution, ULOs.
- Manage a \$54M+ contract as the Deputy Program Manager of a prime contract with subcontract partners.
- Manage a \$250+ million contract as a part of the winning PM team.
- Provide program briefings, work proposals to include cost volumes.
- Program transition planning, execution, contract closeouts.

## **Data Analysis and Reporting**

Advanced analytical skills (e.g., financial, program, and data analysis)  
Developing program performance metrics and reports  
Preparing detailed management reviews and decision briefings  
Use of tools like Deltek, Cost Point, and PowerBI

## **Human Resources and Team Operations**

Workforce planning, onboarding, and retention strategies  
Performance evaluations, mentorship, and promotion planning  
Organizational restructuring and operational improvements

- Interpret data, analyze, and prepare presentations of program and budget.
- Business development activities to include government proposals, RFPs, etc.
- Analyze funded requirements with execution analysis of planned versus actual requirements.
- Monitoring expenses against budgets to include section 8610 CARES Act.
- Program Management Reviews, Weekly Status Reports, and Monthly Status Reports.
- Communicate project information, while resolving and/or escalating issues, communicate sensitive information.
- Established a Portfolio Task Leadership Organizational Structure in support of the PMO Leadership.
- Developed candidate application for leadership and facilitate the interview panel review.
- Manage Program Operations Cross Functional Team to support five programs.
- Report on programs and budgets, prepare presentations to support the NSA and DoD programming and budget.
- Review and approve all subcontractor monthly invoices in support of the PMO in the procure 2 pay system.
- Approve SubET timecards in Deltek and Cost Point, billing correct charge codes.

### **CACI International – Annapolis Junction**

**March 2020 - June 2020**

#### ***Senior Procurement Specialist***

- Work for the Program Integration and Planning Office and guide the Government Program Managers in developing program documentation, creating schedules, tracking and reporting status.
- Evaluated operational and technical alternatives, performed risk assessments, organized and supported formal program reviews.
- Conducted policy analysis and providing ad-hoc support for related actions.

### **Hegarty Research**

**November 2018 – March 2020**

#### ***Senior Program Analyst***

- Senior Program Analyst government consultant for The US Navy Contracting Officer Representatives (COR), Executive Project Leads, Department Heads, Acquisition, Contracting, and Financial Management teams.
- Develop program schedules, budget status, and decision briefings.
- Review budget performance identify and address emerging issues and risk assessments.
- Project support of cyber research and development to training and working groups for Federal Leaders.

### **Valiant Integrated**

**May 2018 – November 2018**

#### ***Program Manager***

- Serve as onsite Program Manager on (4) task orders valued at \$1.2 million per fiscal year.
- Contribute to organizational strategy, driving growth, improvement and innovation.
- Create program budgeting, planning, and financial management operation.
- Developing program plans, resource requirements, and schedules to achieve program goals for technology-based projects.
- Managing workflows for a technology-focused customer.
- Supported the sponsor's field-based IT and/or computing programs.
- Manage programs by reviewing and submitting monthly status reports (MSRs) and coordinate any contract actions that are required.
- Systems Engineer Technical Assistant supporting Executive Government Leadership.

### **Technical and Systems Expertise**

Proficiency in project management tools and databases (Deltek, Costpoint, Workday, etc.)  
Extensive experience in data visualization and reporting tools  
Managing IT systems and ensuring compliance with regulations.

### **Financial and Budget Management**

Budget forecasting, monitoring, and analysis  
Cost analysis and resource allocation  
Invoice review and approval  
Management of multi-million-dollar budgets (up to \$3.5B)  
Financial reconciliation and CARES Act compliance.

- Reviewed resumes, prepared applicant packets, to submit to customer for consideration.
- Demonstrate the ability to communicate within all levels within the organization.
- Validate acquisition packages ensuring completeness, consistency, compliance with contract requirements.
- Responsible for multiple task orders and serve as a mentor to team members.

### **Valiant Integrated**

**October - 2017 - May 2018**

#### **Senior Contract Specialist**

- Maintained contract documents in accordance with applicable regulations, policies and procedures.
- Reviewed acquisition packages ensuring completeness, consistency, compliance with requirements and format.
- Performed data entry and retrieval for contracts and in financial databases in support of data calls.
- Prepared reports as required to include Un-liquidated Obligations, Contract Status Reports, and other COGNOS (Basis) reports as needed.
- Conducted timely entry and maintenance of contract database within acquisition databases as appropriate to include modifications for incremental funding, option year, COTR/CO changes, obligations, and contract close out.
- Served as the office's Settlements Officer and process contracts for archiving.
- Served as team workload manager for 14 Staff Officers. Conducted database research and coordination with COTRS to identify actions to resolve un-liquidated obligations.
- Collected, coordinated and prepared documentation, and coordinate cost-type contract settlement actions to Contracting Officers review and approval.
- Coordinated and executed processes for obtaining system accesses; share folder accesses; email group updates, etc...
- Coordinated and prepared draft responses to data calls and tasking's for contracting officer or team chief review and approval.
- Gathered and deliver weekly report data from across organizations.
- Served as a mentor and key resource to team members.

### **B. Olive Corporation**

**2015-2017**

#### **Business Owner/Manager**

- Employee recruitment, payroll, and HR as required by State and Federal Law.
- Formed and incorporated company and maintain all C- Corporate requirements.
- Managed the storefront and all accounts receivable and payable.
- Served as retail store buyer at trade shows and apparel markets.
- Work with all vendors and vet the quality of products as written in the business handbook.

### **Central Intelligence Agency**

**08/2008 - 09/2010**

#### **Auditor**

- Conducted audits related to the economy, efficiency, and effectiveness of the acquisition process.
- Audited the Agency's procurement, logistics, and property management activities and reported findings to Agency leadership.
- Documented work performed by Agency professionals.
- Prepared and presented clear, concise, and accurate briefings for senior managers and provided feedback to auditees.

Conducted interviews with senior level CIA Officials and documented guidance in support of findings.

## Systems

Deltek, cost Point, Workday, Kronos Express HR, Lotus Notes, Acquire Outlook, SharePoint, Microsoft Office AS400, Checkpoint, Adobe Genesis, Basis. Acquire, Consumer Tracking, Procure 2 pay Star Database Jira, Confluence, COGNOS Resource Tracking System

## Education and Certifications

Project Management Professional (PMP) • March 2022

Certified Accelerated Learner • March 2022

Master of Business Administration • March 2007 • Webster University

*Bachelor of Science in Business Administration/Marketing • May 2005 • Claflin University.*

### Central Intelligence Agency (CIA)

10/2010 – 12/2015

01/2007 - 08/2008

#### *Chief of Business Operations*

- Served as a Chief of Business Manager and supervisor with logistics, HR, budget and resource management, training, security, contract management, information management, program management and change management, for personnel. Provided support from Washington, DC Headquarters and in field, including countries in Asia and the Middle East in support of the Directorate of Operations.
- Managed contractors, hotels agreements, vehicle lease contracts, rental cars, and other contracts (construction, administrative, and equipment).
- Wrote Statement of Works (SOW), contract amendments, monitor contract performance for cost plus award fee contracts, and agreements in support of the FAAR.
- Experienced in working with several contract types (FFP, T&M, LH) and contract vehicles (BPAs, IDIQs, etc.), simplified and large acquisitions as I was a Contracting Officer Technical Representative (COTR).
- Lead teams, provide career guidance, evaluate performance, write Memorandum for the Record (MFR), serve on promotion panel, and lead interview panels.
- Successful management of HR task: tracked resources, provided relocation assistance, retirement guidance, allowances, payroll and reviewed HR policies and procedures to include orientations.
- Served as the budget officer and provide financial management (cost) analysis for several million dollars per fiscal year. Formulated spreadsheets, funding projections, shortages/surplus of funds, and serve as approving officer for business requirements and other data analysis.
- Served as the Purchasing Agent/Manager – procurement of products and services (hotels, rental cars, vehicle lease, travel agent agreements, construction projects, cell phone contracts, etc.).
- Tracked accountable property (IT equipment, vehicles, and cell phones) and submit inventory on time per policies.
- Provided briefings and status updates related to program management and other areas of office management.

