

CURRICULUM VITAE

NAME: Koorosh Moinvafa

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EDUCATION:

Graduate Certification in Government Contract & Pricing; Webster University, San Antonio, TX (2019)

MA Procurement & Acquisitions Management; Webster University, San Antonio, TX (2009)

Master of Business Administration; Webster University, San Antonio, TX (2007)

BS Accounting ; Taba-taba-ee University, Tehran, Iran (1996)

Certifications:

Certified in Sig Sigma White Belt; Council for Six Sigma Certification (CSSC); 2024

Certified in Introduction to Market Research; National Association of State Procurement Officials (NASPO), 2022

Certified in Market Research Strategies; National Association of State Procurement Officials (NASPO), 2022

Certified in Ethical Procurement Strategies; National Association of State Procurement Officials (NASPO), 2022

Certified in Creative Problem Solving; National Association of State Procurement Officials (NASPO), 2022

Certified in Introduction to Negotiation; National Association of State Procurement Officials (NASPO), 2022

Certified in Foundations of Public Procurement; National Association of State Procurement Officials (NASPO), 2022

Certified in Introduction to Sole Source Procurement; National Association of State Procurement Officials (NASPO), 2024

Certified in Negotiation Strategies; National Association of State Procurement Officials (NASPO), 2024

Certified in Logistic Technician (CLT); Manufacturing Skill Standards Council (MSSC), 2021

Certified in Logistic Association (CLA); Manufacturing Skill Standards Council (MSSC), 2021

Certified Cost and Price Analysis in Government Contract; National Contract Management Association, 2019

Professional Master Registered Business Trainer (PMRBT) - Texas Early Care and Education Career Development System (TECECDS) - Houston, Texas, 2011; license/ trainer registration # 1547

Online Teaching Certification (OTC); Alamo Community College District; 2024

PROFESSIONAL WORK EXPERIENCE:

Southwest Research Institute (SwRI)

February 2008 – July 2023

Title: Procurement- Senior Specialist

Responsibilities: Purchase electronic commodities as well as major capital items. Develops and submits request for proposal/invitation for bid and request for quotation; conducts cost and price analysis; negotiates purchase agreements and contracts; administers purchase and standing orders; audits standing orders. Performs budgeting and break-even analysis for public and private sector projects. Provides support for SwRI-wide Deltek (CostPoint) Enterprise Resource System. Assists accounts payable/receivable department in resolving issues. Cooperates with Shipping and Receiving,

Logistic department to meet the deadlines, lead times, and delivery dates. Working with division and project manager for forecasting of acquisition. Placing order for both commercial and government orders based on FAR, DFAR, and UCC, working with contract department and Legal department for review the contract and Term and Conditions. Associate with the Small Business department for any type of small business. Solicit, negotiate, award, and administer subcontracts to support contracts with Institute clients, solicit proposals, conduct cost/price analysis, negotiate and finalize subcontracts and other agreements. Associate with Subcontract department for any issue or improving the contract and T&C for Commercial or Government project. As a group leader's assistance, in charge for training all new employees and supervising them (Average of 20-30 employees) for all task, processing, review their job and performance (weekly and monthly performance such as improving their tasks, calculating their productivity ratio, numbers of errors or mistake and coaching them for the excellent processing), and report to their group leaders, and encourage them to apply for any professional training to improve their skills, direct them to the right point for growth, learn and education based on their responsibility and tasks. Support them for any training opportunity.

Valero Energy Corporation April 2007 – December 2007
Title: Accountant (Contractor)

Responsibilities: As part of the Accounts Payable and Receivable Department, engaged in handling employee expense reimbursements, vendor payments, leases, check requests, and subcontract payments. Interfaced with regulatory agencies to ensure that all transactions are properly supported, pursuant to all applicable regulations, and all financial data are classified and recorded according to all pertinent accounting standards, methodologies, and other relevant regulations. Reviewed all contracts with manufacturers, suppliers and other stakeholder partners.

University of Texas at San Antonio (UTSA) January 2004 – April 2007
Title: (Office of Accounting) – Accountant

Responsibilities: Provided general accounting services to all financial and operational areas of the university, and authored regular reports to the executive management team. These general accounting services included, but were not limited to, approval of the daily cash receipt vouchers and gift accounts; assistance with year-end close out, balance forward entries, reconciliation of the NSF/bank accounts, accounts receivable invoices, state treasury tuition remittance, and accounting records with gift development department. Prepared various journal entries as well as adjustments, schedules, exhibits, corrections, and summaries. Participated in the preparation for and coordination of yearly audits, including those requiring direct communication with external auditors. Interfaced with regulatory agencies to ensure that all transactions are properly supported and were in accordance with pertinent regulations, as well as all financial data were classified and recorded according to generally acceptable accounting standards, methodology, and applicability under appropriate regulations. Processed and administered student's loan applications and approvals.

Donya Aviation Corporation May 2006 – September 2009
Title: Project Manager –Part time

Responsibilities: Engaged in the marketing and advertising for the aircraft detailing and learning to fly. Contracted with clients for detailing the aircraft's detailing and learning activities. Created schedule to each detailing and learning activity, and controlled/monitored the scheduling to ensure that we meet the dead line. In charge for all training & scheduling, managing all employees for all tasks, duties, and projects. Monitor and

control their productivity (10-15 employees) and progress project. In charge for reviewing all contracts and make plan (labore, materials) for each contract. In charge for hiring new employees. Create a teamwork and positive work environment, evaluate their work performance including short term and long term goals, improve their task, personal skills such as communication, time management and customer services.

BKN Enterprises
Title: General Manager

2002 – 2003

Responsibilities: Provided accounting, budget and management analyst services for the preparation and administration of the annual revenue and expenditure budget. Managed accounts payable, accounts receivable and payroll section of the business. Researched, analyzed, and reported financial variances. Negotiated and finalized purchase orders and other agreements. Recommended policies, procedures, and complex accounting systems to ensure a robust management of internal controls. Reviewed monthly, quarterly and annual expenditure reports and prepared forecast data. In charge for contract, hire, train, and scheduling all employees. Manage all tasks, duties and employees. In charge for hire, train, evaluate employees performance (7-10 employees), scheduling and monitor the projects and control the outcome of job, encourage them to apply for any professional training to improve their skills.

International Gold & Silver Exchange
Title: Accounting Manager

2000 – 2002

Responsibilities: Managed localized cash flow, accounts payable, accounts receivable as well as purchases and expenditures. Prepared local financial reports on purchasing and operational activities for distribution to key corporate executives. Assisted in the preparation of corporate/consolidated level accounting functions. Acquired, trained, managed, and motivated a cross-functional team through effective management and merchandising techniques as well as quality customer service.

PROFFESIONAL INSTRUCTOR/TRAINER EXPERIENCE 2010 – Present

Universities and Colleges:

A) Park University- San Antonio, TX

2022 – Present

Adjunct Instructor, College of Business, Management & Marketing Department

Teaching for Undergraduate program in Management, Business, Accounting, Marketing, Operation Management, Macro and Micro economic

B) Alamo Community College District (ACCD)

2021- Present

B.1) Northwest Vista College - Adjunct Instructor, Continue Education (CE)
Teaching Accounting, QuickBooks, Logistic, and Management

B.2) Northeast Lakeview College – Adjunct Instructor, associate degree
Teaching Negotiation, Logistic, Purchasing, Operation Management and Quality Management

B.3) Palo Alto College- Adjunct Instructor, associate degree
Teaching Negotiation, Logistic, Purchasing, Operation Management, Material Management

C) University of Texas A&M- San Antonio, TX 2019- Present
Adjunct Instructor; College of Business, Management & Marketing Department

Teaching for undergraduate degree in Management, Business, Business Administration, Supply Management, Operation Management, Quality Management, Project Management, Purchasing, Global Logistic, and Global Management

D) Webster University- San Antonio, TX
Adjunct Instructor; Graduate Degree: College of Business & Management; 2019- Present
Teaching Management, Business, Business Administration, Supply Management, Government Contracting, Strategic and Tactics of Pricing, Logistic

E) Hallmark University, San Antonio, TX September 2013 – Present
Business and Management Adjunct Instructor (Teaching Macro Economic, Micro Economic, Management, Business, Business Administration, Marketing, and Business Design)

F) ITT Technical Institute, San Antonio, TX May 2015 – December 2016
Business and Management Adjunct Instructor (Teaching Macro Economic, Micro Economic, Management, Business, Business Administration, Marketing, and Accounting)

Training:

Up to **Four Hundred Fifty (450) hours of Business Training through the United Way agencies** in the following topics;

Accounting, Finance, Marketing, Pricing, Inventory Management, Time Management, Customer Service, Communication at Work, Logistics, Procurement & Supply Chain Management, Budget & Cash Flow, Management & Leadership, Career Management (Including Creation of a Résumé, How to Dress for an Interview, and Preparing for an Interview), Understanding Harassment & Sexual Harassment, Understanding of Business and Small business, Women in the Workplace, Managing Financial Stress, Dealing with Difficult Behavior, Conflict Resolution and Respect in the Workplace, and Appreciating Difference in the Workplace.

Presa Community Center, San Antonio, TX Business & Management Trainer	2010 – 2013
San Antonio Association for the Education of Young Children (SAAYEC), San Antonio, TX Business & Management Trainer	2010 – 2013
Family Service Association, San Antonio, TX Business & Management Trainer	2010 – 2015
Smart Start for Teacher, San Antonio, TX Business & Management Trainer	2010 – 2015

PROFESSIONAL QUALIFICATIONS:

- Experienced accountant in all aspects of Accounting with thorough knowledge of theory and professional practice
- Competent manager skilled in Business Administration, recruitment/retention, training/development, quality management and customer service
- Mature computer user accomplished in MS Office applications and QuickBooks, SAP, and Deltek Costpoint 7
- Professional Master Registered Business Trainer (PMRBT) - *Texas Early Care and Education Career Development System (TECECDS) - Houston, Texas, 2011; license/ trainer registration # 1547*

PROFESSIONAL ASSOCIATIONS:

- Project Management Institute (PMI)
- Manufacturing Skill Standards Council (MSSC)
- Institute for Supply Management (ISM)
- Institute of Leadership (ILC) and Business Source
- Toastmaster (Slick Talkers)-San Antonio
- Texas Early Care and Education Career Development System (TECECDS)

Professional Software/application

DelTek/Costpoint (Advanced)
 PeopleSoft (Advanced)
 SAP (Beginning)
 Canvas (Advanced)
 Blackboard (Advanced)
 Moodle (Advanced)