

Tiffany Rena Waits

San Antonio, Texas

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PROFESSIONAL PROFILE

Doctor of Business Administration (DBA) candidate and Adjunct Professor with more than 20 years of federal acquisition and contracting experience supporting the Department of Defense. Expertise includes federal contracting, acquisition strategy, FAR/DFARS compliance, contract lifecycle management, and organizational leadership. Dedicated scholar-practitioner committed to bridging industry experience with higher education through student-centered instruction, mentorship, and applied business education. Passionate about preparing students for successful careers by integrating real-world business practices into the classroom.

EDUCATION

Doctor of Business Administration (DBA) (Expected 2027)

Trident University International

Dissertation Topic

A Phenomenological Study Exploring the Influence of Workplace Culture on Code-Switching Among African American Professionals in Corporate Organizations in the Southern United States

Master of Business Administration

Human Resources

Columbia Southern University

2019

Bachelor of Science

Business Administration

Columbia Southern University

2016

Associate of Applied Science

Kaplan University

2011

ACADEMIC APPOINTMENTS

Texas A&M University–San Antonio

Adjunct Professor, First-Year Experience

2026–Present

Teach undergraduate First-Year Experience courses designed to promote academic success, student engagement, leadership development, and successful transition into higher education.

Responsibilities

- Teach First-Year Experience curriculum.
- Develop engaging classroom instruction.
- Facilitate discussions and collaborative learning.
- Mentor students academically and professionally.
- Assess student learning outcomes.
- Maintain accurate academic records.
- Utilize Canvas learning management system.
- Collaborate with faculty and student support services to improve student retention.
- Courses Taught
- First-Year Experience

ADDITIONAL TEACHING EXPERIENCE

Texas A&M University–San Antonio

Part-Time Testing Administrator

2022–Present

- Administer secure high-stakes examinations.
- Coordinate ADA accommodations.
- Ensure compliance with university testing policies.
- Protect confidential student records.

East Central Independent School District

Substitute Instructor

2025–2026

- Deliver instruction across multiple academic disciplines.
- Adapt instruction to diverse student populations.

- Utilize instructional technology including Canvas and Blackboard.
- Foster student engagement and classroom management.

PROFESSIONAL EXPERIENCE

United States Air Force

Air Force Materiel Command

Contract Specialist

2026–Present

- Managed contract portfolio exceeding \$35.9 million.
- Conducted source selections.
- Evaluated contractor proposals.
- Negotiated contract modifications.
- Ensured contractor performance and regulatory compliance.

United States Army Health Contracting Activity

Contract Specialist

2024–2026

- Manage complex federal acquisition programs.
- Develop acquisition strategies.
- Conduct market research.
- Prepare solicitation documents.
- Ensure compliance with FAR and DFARS.
- Collaborate with multidisciplinary stakeholders.
- Improved contract processing efficiency by 15%.

United States Air Force

Air Force Materiel Command

Contract Specialist / Contracting Officer Representative

2021–2024

- Managed contract portfolio exceeding \$5.7 million.
- Conducted source selections.
- Evaluated contractor proposals.
- Negotiated contract modifications.
- Ensured contractor performance and regulatory compliance.

Defense Contract Management Agency

Contract Administrator

2018–2021

- Supported ACAT I Major Defense Acquisition Programs.
- Managed more than 250 federal contracts.
- Supported the F-35 and V-22 aircraft programs.
- Developed employee training materials.
- Implemented process improvement initiatives.

Army & Air Force Exchange Service

Associate Contract Specialist

2001–2018

- Managed cradle-to-grave contracting.
- Participated in source selection teams.
- Conducted cost and price analysis.
- Advised leadership on procurement strategies.

RESEARCH INTERESTS

- Organizational Culture
- Leadership
- Employee Engagement
- Code-Switching
- Workplace Diversity
- Organizational Behavior
- Government Contracting
- Federal Acquisition
- Organizational Performance
- Strategic Leadership
- Higher Education
- Student Success
- Diversity, Equity, Inclusion, and Belonging

RESEARCH IN PROGRESS

Dissertation

A Phenomenological Study Exploring the Influence of Workplace Culture on Code-Switching Among African American Professionals in Corporate Organizations in the Southern United States

Expected Completion: 2027

TEACHING PHILOSOPHY

My teaching philosophy centers on creating an engaging, inclusive, and student-focused learning environment where theory and practice intersect. I strive to prepare students for professional success by incorporating real-world business and federal contracting experiences into classroom discussions. Through active learning, mentorship, and critical thinking activities, I encourage students to become ethical leaders, effective communicators, and lifelong learners.

CERTIFICATIONS

- DAWIA Level II – Contracting
- DAWIA Level II – Purchasing
- Certified in Grants and Agreements
- Contracting Officer's Representative (COR)

PROFESSIONAL SKILLS

- Federal Acquisition Regulations (FAR)
- Defense Federal Acquisition Regulation Supplement (DFARS)
- Federal Contracting
- Contract Administration
- Source Selection
- Cost and Price Analysis
- Acquisition Planning
- Strategic Planning
- Leadership Development
- Organizational Management

Student Mentoring

- Curriculum Support
- Process Improvement

TECHNOLOGY

Contracting Systems

- ACWS
- PD2
- PEE
- MOCAS
- RMDS
- Falcon
- ConWrite
- PCF
- IWMS

Instructional Technology

- Canvas
- Blackboard
- Microsoft Office Suite
- SharePoint
- Adobe InDesign
- Adobe Photoshop
- SQL

PROFESSIONAL AFFILIATIONS

- Zeta Phi Beta Sorority, Incorporated (Gamma Alpha Chi Zeta Chapter)
- National Society of Leadership and Success
- National Society of Collegiate Scholars
- Accounting Association

HONORS AND AWARDS

- Coin of Excellence — AAFES Chief Executive Officer
- Coin of Excellence — AAFES Chief Operating Officer
- Coin of Excellence and Leadership — Commander, 772nd Squadron
- President's List — Kaplan University
- Dean's List — Kaplan University

UNIVERSITY SERVICE

- Faculty Mentor, Texas A&M University–San Antonio
- Student Academic Mentor
- Student Success Initiatives

COMMUNITY ENGAGEMENT

- Scholarship Chair, Gamma Alpha Chi Zeta Chapter, Zeta Phi Beta Sorority, Incorporated
- Mentor, Texas A&M University–San Antonio Students
- Mentor, Red Oak High School
- Mentor, Ferris High School

PROFESSIONAL DEVELOPMENT

- Tier II Leadership Development Program
- Tier II Project Management Certification
- Defense Acquisition University Professional Development
- Contracting Officer Representative Certification
- Continuous Doctoral Research Training