

# Teresa Orzo

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**Date of Birth:** 01 May 1967

**Place of Birth:** Salerno (Italy)

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## FORMAL EDUCATION

- High School 1985, Brooklyn New York, (General Education Diploma)
- Italian University: 3 years (Università Orientale, di Napoli), Italian Diploma: 1989 (Segretaria Professionale d'Azienda)

## Professional Summary

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I have over 9 years' experience in management and supervision of personnel, contract management oversight, supply, maintenance, business operations and life-cycle sustainment Housing Unit programs for the U.S. Government.

- Myers Briggs: **(I)** Introversion **(N)** Intuitive **(J)** Judger **(T)** Thinker
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## **AREAS OF EXCELLENCE**

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- Strategic Planning | Future Requirements
- Program & Project Management
- Contract Management Oversight
- Business Case Analysis | Program Integration
- Process Improvement | Change Management
- Efficiency and Return on Investment Studies
- Risk Management
- Measures of Effectiveness | Evaluations
- Research | Intelligence Analysis
- Reporting | Talking Point Development
- SOW & POA&M Development
- Human Resources Management| Manpower Planning
- Leadership | Organizational Development
- Resource Management | Financial Planning
- Metrics and Spreadsheets | Business Operations

## **Professional Training**

- Total Quality Leadership (TQL) course, Nola - Naples IT., Feb 1994
- Process Flow Workshop course, Nola - Naples IT., Jan 1994
- Quality Assurance Evaluator Course, Milano - IT., - May 1996
- Facilities Support Contract Managers course, Milano Oct 1996
- Basic Housing Management course, Nola Naples IT, 13 Apr 1998
- Introduction to Real Estate course, Naples IT, 02 Jun 1999
- Customer Focused Strategies course, Naples IT, 7 Jun 2000
- Italian Occupational Safety & Health Course, Naples IT, 16 Feb 2016

TECLA SERVICE Srls  
GENERAL MANAGER

SERVING:  
NAVAL SUPPORT ACTIVITY, NAPLES, ITALY

## **Current Position: SEPTEMBER 2020- PRESENT :**

Product Improvement Process (PIP): I routinely analyze processes, evaluate quality, and performance and propose improvements for all my business clients. This includes collecting, analyzing, working with subject matter experts, and communicating the findings with recommendations for improvement. A Continuously Quality Improve is the procurement standard in which I operate.

Professionally: I look forward to interfacing with numerous organizations, both local and international. I view my responsibility as a contract specialist / procurement manager as a key component to the U.S. Armed Forces units success.

**(OCT 2011 – JUNE 2020):**

REM ITALIA Srl  
CONTRACT SPECIALIST / PROCUREMENT MANAGER

SERVING:  
NAVAL SUPPORT ACTIVITY, NAPLES, ITALY  
HOUSING DEPARTMENT

**Current Responsibilities:** Based on a five year contract with Housing Department, responsible for the management of over 32 employers serving the, bachelor quarters, and Flag quarters, with over 2500 Economy Community quarters and related facilities dispersed over a 200 square mile radius from Pozzuoli to Aversa as well as Gaeta and Rome. Primary responsibility as the procurement manager, which is to ensure the availability of the material to enable production and continuity of labor and for the company for the supply request of third parties with focus on quality and cost. Negotiates producers/manufacturers to develop a favorable contracting package. Evaluates suppliers based on cost, quality, service, availability, reliability, and selection variety. Negotiation of contracts for purchase of goods.

Primary focus: to provide facilities management expertise and oversight for the planning, programming, development and execution of the Housing Maintenance Program to support Fleet and DOD Family Housing requirements. Implement procurement strategies and policies with producers / vendors/ manufactures located throughout Italy. Structuring product contracts, forecasting procurement needs for US community residing in Italy. Build and develop relationships with key suppliers, order materials and services as per negotiated and appropriately approved requests. Review quotations, prepare purchase requisitions, approve and issues purchase orders in accordance with company policy and negotiated terms and conditions. Maintain procurement files. Track purchasing activity and measurements, assess defective or unacceptable (non-compliant) goods or service. Communicate with suppliers or subject matter experts to determine non-compliant material and take corrective / preventative action. Responsible for planning, developing, and buying materials, parts, supplies and equipment in a timely and cost effective way, while maintaining appropriate quality standards and specifications.

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EXPOSUDHOTEL TRADE SHOW EVENT MANAGER  
LOGISTIC & STRATEGY MANAGER  
PROMHOTEL ITALIA SCARL  
(MAY 2002 – SEPT 2007)

As the Supervisor of the trade show EXPOSUDHOTEL the main goal is to achieve profit goals. Developing new prospects and interact with existing customers to increase sales. Approves design, layout, cost estimates, and construction of exhibits and trade show displays. Working close with the Event Team to provide support for corporate tradeshow and sponsorship programs to ensure successful execution. Manage sponsorship schedule including working with internal partners on upcoming sponsorship activity, fulfilling logistical requests and updating spreadsheet with the activity. Assist in creation and send of pre-show and post-show communications. Develop staffing and pre-conference training schedules. Give support onsite execution and management of key events, including show set-up and take-down. Track expenses and assist in complete financial reconciliation. Ensure processing of show leads system and distribution to sales force. Maintain show schedules, project checklist and processes through exhibit management templates. Working in a fast paced environment, with multiple and changing priorities while maintaining strong focus on execution and results. Having a strong interpersonal and collaboration skills with an ability to communicate at all levels of an organization both internally and externally. Excellent written and verbal communication skills, including presentation

VINCENZO CIMMINO & FIGLIO SPA  
LOGISTIC MANAGER  
(MAY 1992 – 1999)

As a manager of a ltd local company the main achievement was to organize two Sections: Supply, and Maintenance reporting directly to the chairman, serving as the principal source for equipment maintenance management, and readiness and continuity. Planning, coordinating and assigning job assignments to personnel, and monitor through completion. Adjusting budgets and resource allocations as required. Provide training as needed. Approve leaves, counsel, and performs Equal Employment Opportunity (EEO) functions as required.

Comprehensive knowledge of supervisory, personnel management, administrative techniques and planning concepts, also technical assessments identifying requirements. Establishes maintenance management policy development, and program compliance and development.

BUSINESS OPERATOR  
(FEB 1989 – FEB 1991)

Sub-contractor, remodeling and new construction for homeowners and businesses, performing logistic planning for General Contractors. Responsible for planning and estimating of jobs and the successfully completion of the job within the time and cost quoted to the customer.

- Plan, monitor and direct Field Operations for the various trades. Determine and coordinated manpower, equipment, materials needs and scheduling of all work.
- Perform inspections of repairs for final sign-off.
- Interface with contact vendors, regarding vendor catalogs, blue prints, engineering specifications, price standards to National Construction Estimating Guide, and unit price manual sourcing.
- Develop planned work for trade sequences and determines method of accomplishment.
- Supervise to completion jobs for various homes and commercial businesses (i.e.; banks, industries, stores, and etc.) on trades of various disciplines.
- Maintain contracts to provide preventive maintenance services on various electrical and plumbing systems.
- Determined labor and material requirements and costs. Prepared sketches, schematics and drawings to accompany technical specifications.
- Interpret policies, instructions and procedures contain in technical manuals, applicable codes, engineering guides and publications (i.e. CEI, EIC, UNI, IMQ, and etc.).
- Maintain files, prepared reports and correspondence.

### Personal References

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- Vice Admiral Thomas E. ISHEE \*\*\* CNE-CAN 6 Fleet
- Admiral James G. Foggo III \*\*\*\* CNE-CNA 6 Fleet / JFC
- Captain Michael S. Steiner; PSC 809 box 2579 [michael.steiner@eu.navy.mil](mailto:michael.steiner@eu.navy.mil)
- Rayan Smith GSA Director Germany Africa & middle East +49 6975357850 [ryan.smith@gsa.gov](mailto:ryan.smith@gsa.gov)
- Gianni Lanzillo Contracting Officer Housung Dep. +39 08018114655 [Gianni.Lanzillo.IT@eu.navy.mil](mailto:Gianni.Lanzillo.IT@eu.navy.mil)
- Ricky Sizemore Housing Warehouse Manager NSA Naples
- Jorge Banks OSCS CNE-CNA C6F N33 SEL [Jorge.banks@eu.navy.mil](mailto:Jorge.banks@eu.navy.mil)
- Maria Millares Deputy Director N 1 CNE-CNA 6F