

## PERSONNEL QUALIFICATIONS

**Title of Position:**

**Contract Manager**

**Office Manager**

<b>Name of Person:</b>	
<b>Home Phone:</b>	
<b>Cell Phone:</b>	
<b>Alternative Phone:</b>	
<b>Personal Email:</b>	
<b>Educational Degree(s): Include college or university, major, and dates</b>	
<b>License(s)/Certification(s), #(s), expiration date(s), if applicable:</b>	
<b>Specialized Training Completed: Include dates and documentation of completion.</b>	
<b>Describe person's relationship to offeror. If employee, state # of years.</b>	
<b>Describe this person's responsibilities over the past 12 months.</b>	
<b>Previous employer(s), positions, and dates.</b>	
<b>Previous accomplishments:</b>	
<b>Identify specific information documenting the person's work experience. <i>Clearly identify the experience, provide dates, and describe the person's role and extent of involvement in the experience.</i></b>	

<b>Describe the person's planned duties/role proposed herein:</b>	
<b>Specify the approximate number of hours per month this person is proposed for delivering the services.</b>	