

FAWNTA WEAVER

Lean Six Sigma White Belt • U.S. Citizen • Public Trust Eligible

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PROGRAM & OPERATIONS LEADER | FEDERAL ACQUISITION • PROJECT MANAGEMENT • BUSINESS OPERATIONS

EXECUTIVE SUMMARY

Program and operations leader with 17 years supporting the Military Health System, including fourteen years inside Navy Medicine and Defense Health Agency organizations. Work spans federal acquisition and post-award administration, healthcare operations and referral management, data and performance reporting, and the leadership of teams and regional programs. Reduced a regional operational backlog by 86% across CONUS and OCONUS commands, reconciled and closed \$54.3M in contract obligations, and recaptured nearly \$7M in revenue by rebuilding a military treatment facility's referral process. Builds the SOPs, tracking systems, and training that make process change hold — and the dashboards and executive reporting that let leaders see risk before it becomes a problem. The approach is the same in every environment: identify the problem, build the structure, align the people, measure the result.

CORE EXPERTISE

Program & Operations	Day-to-Day Operations • Multi-Workstream Coordination • Operational Planning • Team Leadership & Delegation • Training & Onboarding • Change Adoption
Federal Acquisition	Post-Award Administration • Contract Closeout (FAR 4.804) • De-obligation & Reconciliation • FFP • T&M • Labor-Hour • Cost-Reimbursement • IDIQ • Audit Readiness • AbilityOne Program
Process Improvement	Workflow Optimization • Process Standardization • SOP & Playbook Development • Root-Cause Analysis • Cycle-Time Reduction • Continuous Improvement
Healthcare Operations	Military Health System • Referral & Utilization Management • Clinical Program Administration • DHA / BUMED Coordination • CHCS • AHLTA • M2 • ICDB
Data & Reporting	SharePoint & Access Database Design • KPI Dashboards & Quad Charts • Executive & PMR Reporting • Advanced Excel • STARS-FL • iRAPT/PIEE • SPS/PD2 • EDA • GFEBs

PROFESSIONAL EXPERIENCE

FOUNDER & PRINCIPAL CONSULTANT

2026 – Present

Competitive Edge Innovations — Hampton, VA

- **Advise clients on operational documentation and process design** — building repeatable workflows, templates, and tracking tools that make small-team execution consistent and auditable.
- **Develop federal bid and proposal support materials** including capability statements, past-performance narratives, and compliance-mapped responses for federal, state, and local solicitations.

CONTRACT CLOSEOUT PROJECT MANAGER

2022 – 2025

ServiceSource — Naval Medical Readiness Logistics Command (NAVMEDLOGCOM) — Fort Detrick, MD

Directed daily operations and a four-person specialist team executing post-award administration and closeout for Navy Medicine under the AbilityOne program.

- **Improved processing efficiency by more than 60%** by developing SOPs, templates, checklists, and training references that replaced ad hoc handling of recurring actions.
- **Led a four-person specialist team** — assigning priorities, balancing workloads, coaching staff, running quality review, and holding accountability for monthly production goals.
- **Applied FAR 4.804 to administratively close fixed-price, cost-reimbursement, and delivery-order contracts** — validating deliverables, verifying DD250 receipt, and reconciling accounting data.
- **Built executive dashboards, KPI trackers, and workload logs** giving government and corporate leadership visibility into throughput, aging, and service-delivery risk.

- **Onboarded and trained incoming specialists** on standardized procedures, documentation expectations, and tracking methods so new staff reached productive output faster.

MANAGEMENT ANALYST III | REGIONAL SUBJECT MATTER EXPERT

2014 – 2022

DHA — Naval Medical Forces Atlantic Headquarters (formerly Navy Medicine East) — Portsmouth, VA

Regional business operations and process improvement SME supporting Navy Medicine and DHA requirements across CONUS and OCONUS subordinate commands.

Process Improvement & Regional Execution

- **Reduced regional operational backlog by 86% across CONUS and OCONUS commands** by assessing each site's process, isolating root causes in cycle time and error rate, redesigning the workflow, and standardizing it region-wide.
- **Raised DoD audit performance to a 96.33% overall average** through metrics development, documentation standards, peer review, and targeted staff training.
- **Identified and prioritized regional acquisition strategies** across equipment maintenance, personal and non-personal services, and medical consumable requirements.

Systems, Reporting & Stakeholder Coordination

- **Designed SharePoint and Access databases, Excel trackers, and reporting tools** that expedited closure of \$54.3M in contract obligations and eliminated unliquidated balances across the region.
- **Verified closeout eligibility against the systems of record** — STARS-FL for de-obligation, iRAPT for final invoice payment, DD250 for receipt — determined streamlined versus non-streamlined procedures, and generated the DD 1594.
- **Produced quad charts, dashboards, Program Management Review materials, and data calls** used by senior Navy Medicine leadership to monitor progress and identify risk.
- **Delivered training and mentorship to contracting officers, analysts, and program personnel** on SOPs, reporting expectations, documentation standards, and process improvement practices.

DATA ANALYST | HEALTHCARE OPERATIONS ANALYST

2011 – 2014

Naval Medical Center Portsmouth — Portsmouth, VA

- **Led administrative and operational functions for three major programs** — Traumatic Brain Injury, Neuropsychology, and a mobile assessment unit — analyzing trends to determine where process improvements would produce efficiencies.
- **Standardized policies and procedures and developed benchmarks** to measure program results, detect deficiencies, and recommend performance and data-quality improvements.
- **Administered CHCS, AHLTA, and ICDB database systems** and interpreted results using techniques ranging from statistical aggregation to complex data mining, while safeguarding confidentiality and data integrity.

LEAD REFERRAL SPECIALIST | DATA ANALYST

2008 – 2011

633rd Medical Group, Langley Air Force Base — Hampton, VA

Promoted to Lead Referral Specialist in the Referral Management Center, supervising a five- to six-person team of utilization managers, care integrators, referral coordinators, and case managers.

- **Generated nearly \$7M in recaptured revenue** by enforcing the Right of First Refusal policy and rebuilding the referral process to identify utilization trends and return care to the facility, lifting margin by 7% in 2010.
- **Chaired the Operations Committee** — identifying and analyzing internal and external issues affecting service delivery and developing solutions that increased efficiency by 13%.
- **Delivered orientation, training, and service briefings to new Referral Management Center staff** and defined performance and compliance measures to surface barriers to beneficiary service delivery.

LEADERSHIP, EDUCATION & CERTIFICATIONS

Leadership — Chairperson, Operations Committee — 633rd Medical Group • Team Lead, AbilityOne operations team — NAVMEDLOGCOM

Education — Medical Administration Diploma — Kee Business College, Newport News, VA

Professional Development — Lean Six Sigma White Belt • DoD Audit Readiness & Effective Leadership • DoD Information Assurance Risk Management • BUMED and GFEBS operations coursework • DAU coursework in COR support and simplified acquisition