

Khary Nkosi
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OCCUPATIONAL GOAL

To dive into the exciting ways we connect with others through words. Effective wording and how it is presented, I keep this concept in mind with the projects I work on in order to deliver the most consistent project that I/or a team can produce.

EDUCATION

Texas State University, 2015-2018

- Bachelor of Science in Geography Resource and Environmental Studies
- Minor: Business Administration
- Water Resources Policy Texas State University Certification
- Major GPA: 3.0

Northwest Vista College, 2011-2014

- Associate of Arts in Business Administration

Business Careers Magnet High School, 2007-2011

- High School Diploma
- Academy of Business Management Certificate of Management

SELECTED WORK EXPERIENCE

- **Contract Specialist II at Texas Commission on Environmental Quality**
December 2020 – November 2021
40 Hours/Week
- **Account Manager/Marketer at Orchid Beauty Salon**
January 2019 – October 2021
20 Hours/Week
- **Independent Contractor**
January 2015 – Present
- **Electronics Team Member at Target**
June 2013 – January 2017
40 Hours/Week

CERTIFICATIONS

- Certified Texas Contract Developer (CTCD), June 2021
- Certified Water Quality Tester for Texas Stream Team, May 2017

MOST RECENT JOB DUTIES/PROJECTS

1. Coordinate, review, and/or develop solicitations, contracts, and amendments by identifying provider resources, describing services to be rendered, evaluating information supplied by

bidders, the review of documents for correct grammar and punctuation, and negotiating contract specifications.

2. Facilitate meetings for contract management, which provided space for a collaborative team effort in negotiating contract renewals and amendments.
3. Coordinated the risk assessment review process for contract monitoring and planning, which involved identifying any risks that we could reasonably see as an agency and approved documents for Agency sign off. Adhering to proper State of Texas Procurement procedures; including monitoring legal and regulatory requirements pertaining to contracting.
4. Monitored the review of needs assessments to ensure requirements for the purchase of goods or services are complete and justified.

ACADEMIC PROJECTS

1. Our group surveyed a study area in order to determine perceptions of water resources amongst college students and how they relate to water usage. We predicted that students who look at their water bill and are consciously reminded of their water usage each month can more accurately pin their average water usage close to that of the average citizen in San Marcos, Texas. Presented our findings to a class of 30.

My role was to create the survey, organize group meetings, contact department heads in order to send the survey out to students, conduct a literature review of similar case studies.

2. Analysis of Gold Ray Dam and the Rogue River. A colleague and I looked at IHA parameters to determine flows pre and post dam.

I was held accountable for an analysis of graphed EFC's (Environmental Flow Components) which included: Small flood frequency, high flow pulse duration, and extreme low flow duration. I also composed a small case study on management implications. As a team, we presented a 10-minute presentation on our findings.

3. Created a map using ArcGIS and Adobe Illustrator that showed fatal lightning strikes in the United States (2017). Depicted the geo location of the strikes (city/state) and the location of the strike (tree, tarmac, water, golf course, mountain trail, etc.). Objective of the map is to bring awareness of where not to be during extreme weather conditions.

4. Conducted a case study based on an oil release that discharged 200 gallons of oil into the McKenzie river, OR, on March 13th, 2018. Looked at proper procedures to mitigate damage, contacted party responsible for the spill (international paper), contacted DEQ and other stakeholders that assisted in the clean-up process. Gave a 10-15 minute presentation.

SKILLS

Relevant skills: Project management, Creative Writing, Academic Writing, Research Methods, Customer Service, Time Management, Organization and Planning, Communication, Attention to Detail, Procurement Methods, Adaptability, Empathy, Collaborative Problem Solving, Mathematics, Computer Literacy, Logic Pro X, Social Media, macOS, iOS, Microsoft Windows, Media Creation, Accessible Documentation.

Proficient in digital creation tools, E.g. Microsoft Office Suite, Adobe Suite, Apple Logic Pro and Pages, and cloud based website building tools.