

Nicole Large, MPA, CPPB

KNOWLEDGE AND ABILITIES:

Project Management	Research & Analysis	Personnel Management
Financial Budget Planning & Preparation	Communications	Legal Aspects of Public Administration and Procurement

PROFESSIONAL EXPERIENCE

- Non-Profit Consultant: Grant Writer & Public Procurement Specialist** 6/2020-Present
Wadsworth, IL
- Work with clients to build and technically develop programs and budgets to propose for funding
 - Research grant and public procurement prospecting opportunities based on the mission, growth direction, and funding needs of a client
 - Lead grant program development for grass-root community-based organizations
 - Organize team brainstorming meetings and review sessions of grant application materials and proposed contract terms
 - Develop a performance-based metrics system of objectives, goals, and outcomes to be used as framework for a grant contract
 - Prepare applications to government, foundation, and corporate funders
 - Communicate with a grantor/public agency including Letters of Inquiry (LOI), requests for clarifications, determining fit of funding match
- Senior Contract Negotiator, Contract Negotiator & Procurement Analyst** 2/2012-Present
Chicago, IL
Office of the Cook County Chief Procurement Officer
Senior Contract Negotiator (11/2015-5/2019)
- Responsible for complex multimillion-dollar public procurement projects including solicitation development, competitive evaluation, terms and conditions negotiation, contract approval, administration, disputes, and contract closeout
 - Specialized in information technology (IT), criminal justice, social services, and employee benefit procurements
 - Coordinated RFP/RFQ/RFI evaluation committee meetings typically with multi-agency procurements
 - Updated and maintained data on procurement opportunity public portal website, contract management system, and Oracle EBS
 - Regularly presented information at outreach events and workshops for interested vendors and procurement organizations
 - Prepared legislative briefs for County Board legislators to educate them on recommendations for contract awards
 - Member of senior leadership staff tasked with employee management providing training and mentorship
 - Advised Deputy Procurement Officer on policy and procedure recommendations, and employee hiring and training needs
- Contract Negotiator** (4/2013-11/2015)
- Performed specialized and complex procurement of goods and services in accordance with local county, state, and federal requirements
 - Responsible for public procurement projects including solicitation development, competitive evaluation, terms and conditions negotiation, contract approval, administration, disputes, and contract closeout
 - Prepared detailed documents for organized procurement processes of competitive (IFB and RFP) solicitations and non-competitive (sole source and cooperative "piggyback") procurements
 - Led technical program development
 - Reviewed purchase order requests for compliance to executed contracts
- Procurement Analyst** (2/2012-4/2013)
- Participated in market trend research, best practices investigations, and industry trends analyses
 - Assessed purchasing spend patterns to provide recommendations of procurement strategy to leadership
 - Planned, coordinated, and trained hundreds of employees at internal events such as workshops regarding changes to the procurement code
 - Team Leader of Electronic Document Management System Initiative
 - Served as Project Manager on strategic sourcing initiatives, such as County's e-Procurement Marketplace website
 - Assisted Freedom of Information Act Officer in responding to FOIA requests per Illinois Statute
- Consultant** 5/2011-2/2012
Chicago, IL
Citizens for Cassidy (Illinois State Representative Kelly Cassidy)
- Prepared policy strategies and built community coalitions
 - Developed and maintained social media platform for constituent outreach
 - Coordinated events within Representative's District
 - Organized field canvassing of volunteers and managed marketing of Representative's policies
- Grants Program Assistant & Executive Administrative Assistant** 6/2008-5/2011
Chicago, IL
Office of the Cook County State's Attorney
Grants Program Assistant: Programs & Development Unit (8/2009-5/2011)
- Researched federal, state, local, private, and corporate grant databases to find funding opportunities
 - Developed grant-specific programming with internal staff according to funding guidelines
 - Advised in the design and preparation of applications including creation of statistical summaries and graphics
 - Served as a liaison with granting agencies

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- Prepared and compiled all components of grant submissions, ensuring that the proposal is packaged and submitted per grantor requirements
- Maintained system for recording and tracking grant proposals, awards, and related statistical information
- Upon award, guided staff on impact of changes on funded operations including explaining grantor policies, regulations, and requirements
- Administered contracted programs (totaling \$11 million in grant funds) and financial budgets to ensure accurate accounting of grant fund activity and adherence to funding requirements
- Ensured grant-related data was collected, summarized, and shared with funders per contract
- Built and maintained a grant calendar by regularly inputting information to display progress, reports, and deadlines
- Managed administrative problems and/or budget changes occurring during the awarded grant period
- Coordinated post-grant or close-out activities including: final reports on program performance and financials with metrics, narrating if goals were met, discussing funding effectiveness on organization's overall servicing, record retention, and readying the program for a final audit

Executive Administrative Assistant: Programs & Development Unit, Legal Hiring, & Policy Departments (6/2008-5/2011)

- Researched grant funding opportunities and attended donor forum events
- Assisted with grant application preparation and Letters of Inquiry
- Coordinated human resources duties of Law Clerk Program including candidate recruitment (800 applications received annually), application review, scheduling of interviews, and placement within specialized units
- Coordinated agenda approval of grant contracts by Cook County Board of Commissioners
- Served as County budget assistant during fiscal year appropriations hearings
- Aided confidential intergovernmental communication affairs, collective bargaining, and legal correspondence
- Managed personnel files including confidential background checks, benefit forms, and performance evaluations
- Provided general office support including answering phones, conducting mailings, file maintenance, meeting and travel arrangements, unit timesheet submissions, special event coordination, and technical support
- Assisted Freedom of Information Act Officer in responding to FOIA requests per Illinois Statute
- Ensured biweekly payroll expenses (salary and benefits) of 20+ staff were processed according to scheduled grant budget

Program Assistant

4/2001-8/2006

Village of Lincolnwood, IL: Recreation Department (Part-time & Seasonal)

Lincolnwood, IL

- Performed clerical work within Department, including front office customer service and community relations
- Registered customers for recreation programs and facility memberships
- Assisted with community events such as musical concerts, teen club activities, and Turkey Trot Races
- Lifeguarded and taught swim lessons at the Proesel Park Family Aquatic Center

EDUCATION

Master of Public Administration (MPA)

University of Illinois at Chicago, College of Urban Planning & Public Affairs

3.84/4.0 Grade Point Average

Concentration in State & Local Government Fiscal Policy: Fiscal Management, Budgetary Politics

- Relevant Coursework: Budgeting for Public Administration, e-Government Administration, Legal Context of Public Administration, Economics for Public Administration, Organization Theory, Policy Development & Analysis, Public Personnel Management, Legislation & Public Policy
- Honors: Pi Alpha Alpha National Honor Society for Public Affairs and Administration

Bachelor of Arts in Political Science

University of Illinois at Chicago, College of Liberal Arts & Sciences

3.9/4.0 Grade Point Average

Concentration in Urban Politics, Minor in History

- Relevant Coursework: Methods and Statistics for Political Science, Political Data Analysis, Seminar on American Government & Politics, Spanish Language Program: Levels #1 through 4, Topics in Social History, Urban Politics
- Honors: Summa Cum Laude Latin Honor, College of Liberal Arts Dean's List for all semesters of attendance, Phi Kappa Phi Honor Society

CERTIFICATION, PROFESSIONAL DEVELOPMENT & MEMBERSHIPS

- **Certified Professional Public Buyer (CPPB) by the Universal Public Procurement Certification Council** Issued 5/2013, Expires 5/2023
 - Relevant Coursework through National Institute of Government Purchasing (NIGP): Legal Aspects of Public Procurement, Strategic Procurement Planning, Sourcing in the Public Sector, Contract Administration, Effective Contract Writing, Developing and Managing RFPs, Customer Service, Negotiation Strategies
- **Cooperating Member • Illinois City / County Management Association (ILCMA)** 2022-2023
- **Volunteer Grant Member & Member • Newport Township Historical Society** 1/2022-Present

COMPUTER / TECHNICAL SKILLS

- Skilled in software programs on Microsoft Office Applications such as Excel, Outlook, PowerPoint, Word, and LexisNexis
- Experience working with JDE Edwards, Oracle Purchasing Module, and Prodagio Document Management System