

# Congratulations to TATRC's Q4 Employee of the Quarter Ms. Dawn Petruzzello!

Ms. Dawn Petruzzello is a key member of the TATRC Resource Management staff, who provides critical contracting management support to all of TATRC. During this period, Dawn has been instrumental in liaising with the US Army Medical Research Acquisition Activity (USAMRAA), and specifically, Service Team 6, familiarizing with their submission and award requirements and working hard with TATRC personnel to translate and meet those requirements. She established a positive and constructive rapport with Service Team 6 members and provided significant feedback on their proposed processes and procedures. She was a strong advocate and organizational POC for TATRC CORs and Project Officers.

Additionally, Dawn worked diligently and tirelessly to identify all of TATRC's contracting requirements ahead of scheduled deadlines. She worked with the proponents to ensure their requirements were well defined and met their needs. She then worked with them to prepare the necessary supporting documents to ensure the proper awards were made. She constantly monitored the list of requirements that she established and confirmed that those milestones were met. She would contact the team chief to identify who was assigned the action and then relay this info to the TATRC proponent. Dawn created detailed spreadsheets to track the status of actions and their supporting documents. The

volume of year end actions has been significant and Dawn has been at the helm to ensure all of them made it to USAMRAA in a timely fashion.

Of particular note during this quarter, was the work Dawn did supporting Cheryl Merritt, Director of Business Operations, who was working closely with USAMRAA to establish an overarching support ID/IQ contract for TATRC. Dawn provided critical admin support, formatting, quality control and helped with version management. This was a time consuming task, but Dawn worked hard to assure USAMRAA received the documentation they required.

Dawn does an outstanding job providing contract management support to TATRC. She is extremely diligent, conscientious and professional. She epitomizes exceptional customer support and is a worthy recipient of TATRC's Employee of the Quarter.

Congratulations, Dawn on this well-deserved award!



**Ms. Dawn Petruzzello, Service Contracts Manager / Team Lead Contractor**

