

# Taneya N. Simpson

Orlando, FL

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## PROFESSIONAL SUMMARY

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Results-driven finance and procurement professional with 15+ years of experience in financial administration and over a decade of expertise in public sector procurement and contract management. Recognized for streamlining operations, driving compliance, and improving process efficiency. Proven leader with a record of building effective teams, optimizing workflows, and delivering cost savings.

## CORE COMPETENCIES

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- Contract & Procurement Management
- Financial & Budget Analysis
- Team Leadership & Staff Development
- Process Improvement & SOP Development
- Inventory & Asset Management
- Customer Service & Communication

## PROFESSIONAL EXPERIENCE

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### Financial Administrator

02/2022- Present

#### Orange County Utilities Department, Fiscal & Operational Support

- Direct daily operations of Utilities Procurement, Accounts Payable, and Warehousing, ensuring seamless coordination across financial and logistical functions.
- Ensure all procurement actions comply with County policies, regulations, and efficiency standards.
- Manage the Accounts Payable function to maintain compliance with the Florida Prompt Payment Act and internal policies.
- Oversee and coordinate the Utilities Warehouse annual inventory, ensuring accuracy and accountability.
- Review and monitor financial agreements and contracts to ensure compliance and fiscal integrity.
- Lead financial oversight of Procurement, Payables, and Warehousing, including budget monitoring and cost controls.
- Develop and analyze revenue and expenditure projections to inform financial decision-making.
- Review and validate departmental financial reports for accuracy and actionable insights.
- Support the development and implementation of performance-based measurements to improve efficiency.
- Recruit, train, develop, and evaluate staff to build a high-performing team.
- Lead special projects and financial studies to support departmental and County initiatives.

### Senior Contract Administrator

02/2015- 02/2022

#### Orange County Facilities Management Department

- Oversaw Facilities Management Department term contracts valued at over \$35 million annually, ensuring compliance and fiscal accountability.
- Supervised, trained, and mentored contract administrators, providing leadership and technical guidance across all contract management functions.
- Monitored all financial activities related to departmental term contracts, supporting effective oversight and decision-making.
- Served as liaison between Facilities Management, Procurement Division, and Administrative Service Fiscal and Operational Support Division to coordinate procurement and fiscal activities.
- Prepared financial reports and assisted with annual budget development to align resources with departmental priorities.
- Developed qualification language and scopes of work for solicitations (RFP, RFQ, IFB, etc.) for professional and maintenance service contracts used Countywide.
- Represented the department at procurement meetings and committees, advocating departmental needs and ensuring compliance with County regulations.

- Evaluated solicitation responses, conducted price and cost analyses, and contributed to contract award recommendations.
- Monitored contractor performance and compliance with contract terms and conditions to safeguard County interests.
- Interpreted contract language and procurement regulations to provide technical guidance to department leadership and end-users.
- Played a key role in drafting and implementing Standard Operating Procedures (SOPs) to streamline departmental procurement practices.
- Performed additional duties and special projects assigned by department leadership.

**Contract Administrator**  
**Orange County Public Works, Roads & Drainage**

**07/2014 - 02/2015**

- Formulated and prepared solicitation packages for construction and capital improvement contracts.
- Scheduled and participated in pre-bid/proposal conferences and oral presentations.
- Evaluated construction bids and proposal pricing data, to determine the most responsive, and responsible submittal.
- Reviewed change orders and tracked the percentage of contract price increase.
- Reviewed amendments/task authorizations and payment requests for conformance to the contract terms and prices.
- Developed and maintained procedures and a computerized database for contract administration, monitoring, and tracking of professional service and construction contracts.
- Performed other related duties as assigned.

**Financial Coordinator**  
**Assistant Financial Coordinator**  
**Orange County Convention Center**

**06/2013 – 07/2014**

**09/2008 – 06/2013**

- Monitored, tracked, and reported performance measures for vendor accounts and lease agreements to support accountability and decision-making.
- Reconciled monthly and annual vendor profit and loss statements to ensure financial accuracy and compliance.
- Maintained accounts receivable aging schedules and financial records related to funding expenditures.
- Tracked budget vs. actual performance, analyzed variances, and researched discrepancies to resolve financial concerns.
- Compiled and analyzed cross-departmental data to prepare settlements and support financial reporting.
- Audited purchasing card statements and travel reimbursements to ensure policy compliance and proper documentation.
- Prepared financial reports to track revenue and expenditure with accuracy and transparency.
- Partnered with Information Technology to design and implement solutions that improved business efficiency and modernized financial processes.
- Assisted with departmental budget preparation, forecasting, and reconciliation.
- Contributed to the development of department policies and procedures to strengthen financial controls.
- Supported special projects and provided financial expertise for ad hoc initiatives.

**Accounting Clerk II, AP**  
**Palm Beach County Clerk & Comptroller**

**12/2005-08/2008**

- Performed governmental funds accounting, reviewing and verifying financial transactions to ensure compliance with Palm Beach County budgetary and expenditure controls.
- Prepared, processed, and posted revenues and funds received by the Clerk & Comptroller Finance Department with accuracy and timeliness.
- Processed accounts payable payments for multiple county departments in accordance with government regulations, policies, and deadlines.
- Communicated with internal departments and external vendors to resolve incomplete, inaccurate, or missing financial documentation.
- Researched and reconciled discrepancies, applying problem-solving skills to ensure accurate financial reporting and records.

## **EDUCATION**

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- **Ph.D. in Public Administration (In Progress)**  
Liberty University
- **Master of Business Administration (MBA) – 2023**  
University of Phoenix
- **Bachelor of Science in Information Technology – 2007**  
South University

## **PROFESSIONAL CERTIFICATIONS**

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- **NIGP-CPP**, NIGP Certified Procurement Professional
- **CPCM**, Certified Professional Contracts Manager (NCMA)
- **CPPO**, Certified Professional Procurement Officer (UPPCC)
- **CPPB**, Certified Professional Public Buyer (UPPCC)

## **ADDITIONAL PROFESSIONAL AFFILIATIONS & TRAINING**

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- **Florida Government Finance Officers Association (FGFOA)**
- **FEMA, Emergency Management**

## **REFERENCES**

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Available upon request.

## **Emergency Management Training Record**

**Taneya Simpson**

**As of 11/18/2025**

<b>Assignment</b>	<b>Course Number</b>	<b>Completion Date</b>
OCFL - Emergency Management - FEMA - IS-100.c	945075	2/5/2025
OCFL - Emergency Management - FEMA - IS-1.a	816925	9/30/2014
OCFL - Emergency Management - FEMA - IS100PWB	833039	9/30/2014
OCFL - Emergency Management - FEMA - IS200B	833062	9/30/2014
OCFL - Emergency Management - FEMA - IS700A	833067	9/30/2014
OCFL - Emergency Management - FEMA - IS800B	833069	9/30/2014