

# Diana Mukitarian

## Summary

Over the last two decades, I have worked in Federal acquisition and small business programs as a contracting and small business operations official, policy and program analyst, writer, speaker and teacher. My work experience encompasses all forms of acquisition operations, small business program direction, and management. From conception and design of operational structures through policy and regulatory development to program delivery, I planned and directed programs designed to increase participation of businesses operated by small business owners, the disadvantaged, women, veterans and Historically Underutilized Business Zone concerns.

I also worked for the Departments of Treasury and Navy (DOT and DoN), the Small Business Administration (SBA) and the National Institutes of Health (NIH) overseeing multi-billion dollar acquisition programs in a small business advocacy role and as a contracting official. On behalf of the Federal Government, I advised and continue to advise the business community on various business development initiatives. I collaborated to reengineer agency program operations, and served as an expert acquisition and small business official.

While serving on many Federal task forces and committees, I addressed a variety of business and Federal acquisition-related problems and challenges and introduced new initiatives to improve agency operations. As an expert acquisition and small business speaker and teacher, I lectured audiences ranging from Federal officials to entrepreneurs, to local community leaders, to congressional audiences, in settings as diverse as informal meetings to national conferences.

## Education

- Bachelor of Arts – Sociology and Psychology, University of Maryland, College, MD
- Master of Arts –Federal Acquisition and Grants Management, American University, Washington, D.C.
- Graphic Design Study—Maryland College of Art and Design, Silver Spring, MD
- Trained and skilled in use of various software programs and web technology

## Noted Skills and Awards

- Design, develop and present business start-up and development seminars and workshops.
- Present Federal socioeconomic program information through seminars and other training forums.
- Designed and authored content of the NIH Small Business Office Web site <http://sbo.od.nih.gov> and the NIH vendor source library, e-Portals in Commerce, <http://epic.od.nih.gov>.
- Authored various business development articles, including the NIH publication, Guide to Conducting Business with the NIH.
- Served as liaison and representative from the SBA to numerous Federal agencies to advocate the interests of small business and to monitor agency acquisition and small business program operations.
- Conducted research and wrote Federal acquisition-related regulations for the Civilian Acquisition Council Small Business Committee.
- National Contract Management Association—member and guest speaker at National Conferences and local chapter meetings.
- Under my leadership, the NIH was nominated by the Industry Advisory Council's Small Business Interest Group as one of the top five Federal agencies supporting small business in 2003.
- Recipient of NIH Special Performance Commendation 1998, 1999, 2000 and 2003.
- Recipient of NIH Director's Merit Awards 1998 and 2000.
- Recipient of numerous certificate of merit awards from the SBA, the DoN, local Chambers of Commerce and other business and non-profit associations supporting small business.