

Dan Dachelet

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Summary of Qualifications

Senior Buyer with extensive experience in contract negotiation, procurement, logistics management, and operations for high-value projects. Proven track record of briefing senior executives, managing multimillion-dollar contracts, and delivering cost savings through process improvements. Expertise in vendor management, material sourcing, and coordinating large-scale operations in both corporate and military environments.

Core Competencies

- Contract and Price Negotiation
 - Vendor Vetting & Supplier Management
 - Executive Briefings & Reporting
 - Risk Management & Compliance
 - RFQ / RFP Project Lifecycle
 - Cost Tracking and Evaluation
 - Requisitions & Purchase Order Issuance
 - Project Planning & Execution
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Professional Experience**Buyer Specialist***General Dynamics Electric Boat, Groton, CT**2023 & 2024*

- Negotiated and contracts for large purchases and projects in support of Columbia and Virginia Class submarine programs.
- Held a \$250,000 signing authority for service and goods purchases, regularly negotiating complex contracts.
- Led competitive bids for subcontracts and purchases exceeding \$5 million, including RFP specification design. Focused on high dollar materials or large construction projects and facility renovations. Evaluated bids using systematic bid tabulation to ensure best value for company.
- Developed and implemented supplier performance metrics, conducting regular audits to improve compliance and mitigate risk across multimillion-dollar contracts leading to a 15% reduction in supplier late deliveries of products.
- Coordinated with legal and compliance teams to align contracts with FAR/DFARS standards, ensuring 100% regulatory compliance in defense procurement.
- Expedites orders to ensure delivery of goods meets project timelines
- Regularly dealt with engineers to procure complex technical goods that were often one time designs specific to needs.
- Managed documentation and government audits to meet federal guidelines, safeguarding contract integrity and organizational accountability.
- Coordinated with engineering, legal, and compliance teams to define contract specifications, address disputes, and align procurement goals with operational requirements.
- Managed workload queue of requisitions from internal customers in order to provide purchase orders promptly at best value for company.
- Led determination of the appropriate Subcontract type (FFP, CR, T&M, IDIQ, etc.) that is best suited for the prime contract, program needs, and overall risk profile.

Senior Procurement Manager

Aetna, Hartford, CT

2010 – 2013

- Sourced and contracted service needs for internal business customers.
- Coordinated with internal customers, legal, and compliance teams to define contract specifications, address disputes, and align procurement goals with operational requirements.
- Implemented supplier performance metrics, resulting in a 15% improvement in on-time delivery rates and enhanced supplier accountability across the supply chain.
- Vetted and qualified vendors for national roll-out of fitness service. Led RFP process and following bid tabulation awarded contract to best value service provider.
- Developed scopes of work and negotiated pricing, terms, and contract language.
- Managed multimillion-dollar procurement contracts, delivering key services for the company.

Materials and Logistics Director

Noble Environmental Power, Essex, CT

2006 – 2010

- Sourced and coordinated the global flow of materials for a national wind power developer.
- Oversaw on-site warehousing facilities and laydown yards for wind turbines, ensuring material availability for construction projects.
- Managed the logistics and operation of three warehouses and two laydown yards with \$600 million in materials.
- Regularly briefed CFO and COO on cost analysis, long-term budget impacts, and procurement strategy for multimillion-dollar projects.
- Led supplier vetting and RFQ process for long lead, high dollar padmount transformers crucial to project timeline

Operations Officer

United States Marine Corps, Retired Lt. Col.

1993 – 2021

- Managed the transition of a 132,000 sq. ft. facility, including construction planning and materials procurement valued at \$7.8M.
- Coordinated logistics for vehicle maintenance and facility readiness, aligning with operational objectives.
- Led procurement for \$72M in construction-related equipment, ensuring timely delivery to multiple project sites.

Operations Manager

Global Athletics & Marketing, Boston, MA

2002 – Present

- Recruits, trains, and directs volunteers for live TV broadcasts of three annual track and field meets.
- Oversees event logistics, production, and execution, managing vendor contracts and legal compliance.
- Directs multiple elite track events, including the New Balance Indoor Games, Adidas Boost Boston/Atlanta City Games and the New York Grand Prix.

Education

M.Ed. in Secondary Education

University of North Carolina at Greensboro

B.S. in Foreign Service (International Law and Politics)

Georgetown University

Additional Skills & Qualifications

- Clearance: Active Top Secret / Sensitive Compartmented Intelligence
- Proficient with multiple Enterprise Resource Planning Software (ERP) to include Oracle Purchasing and Contracts Modules and Timberline.
- Experienced with Tableau, MS Office Suite to include Excel with V Look-upMS Word, Outlook, Dunn & Bradstreet.
- Proficient in Spanish