

**Sharon Phillips**  
**Office of Small & Disadvantaged Business Utilization**  
**Department of Homeland Security (DHS)**

Mrs. Phillips is a Senior Procurement Analyst in the Department of Homeland Security's Office of Small & Disadvantaged Business Utilization. Mrs. Phillips serves primarily as a Desk Officer to 4 components of DHS: United States Coast Guard, Transportation Security Administration, Immigration and Customs Enforcement, and Federal Law Enforcement Training Center, with the responsibility for providing acquisition advice with respect to the Small Business Program. She is also responsible for tracking the Department's progress in achieving its small business goals through FPDS-NG. Mrs. Phillips is a member of the Federal Acquisition Regulation (FAR) Small Business Committee as the DHS representative. The committee is responsible for revising the FAR to implement changes to the Small Business Administration's (SBA) program(s) as a result of revisions to the SBA regulations. In addition, she counsels small businesses interested in doing business with the DHS, assists with the DHS Vendor Outreach Sessions, and participates in conferences and other outreach activities sponsored by Government agencies, congressional members, and trade associations.

Mrs. Phillips has been with DHS since January 2008. She began her federal career over 21 years ago as a Contracting Officer's Technical Representative (COTR), and transitioned into the procurement field as a Contract Specialist and subsequently progressing to the position of Contracting Officer/Supervisory Contract Specialist. Mrs. Phillips is FAC-C Level III certified. She holds a Bachelor of Science degree in Chemistry from Howard University, and a Master of Science degree in Management with a specialization in Procurement and Contract Management from the University of Maryland University College.