



DEBBIE SHOFFNER BIO

Debbie Shoffner is a Management Analyst for the Facilities & Space Management Administration and Resource Management Division, Headquarters Marine Corps, located in Arlington, Virginia. Ms. Shoffner assists with the administration responsibility for facilities and space management for Headquarters Marine Corps to include the Pentagon, Arlington Service Center-Arlington, and other Marine Corps sites where her primary responsibilities are organizing large-scale executive meetings, scheduling, accounting, budgeting, and vendor management to support multiple priorities for the management team as well as provide assistance in recommendations/solutions to problems encountered during the administration of contracts within the Facilities and Space Management Section (ARDD). She is an independent and self-motivated professional with excellent research, writing, reporting, and communication skills; energetic self-starter and a proven team player with the ability to work with people at all levels of an organization.

Prior to her Federal service, Ms. Shoffner served as the Business Administration Manager for Potomac Energy Center, an 800 MegaWatt Natural Gas Power Generation facility located in Leesburg, VA. As part of the initial hiring of the Plant Management Team, she was responsible for the Talent Acquisition of highly skilled, technically trained Operational and Maintenance Teams to begin the Plant construction alongside global business partners Siemens Energy and Bechtel American Construction Company. Once the plant operations team was in place, she was responsible for identification and coordination of technical training specific to the Siemens equipment as well as the Environmental/Health/Safety training requirements for NERC (North American Electric Reliability Corporation) and the State of Virginia Environmental Compliance. Upon completion of the construction and earning "Commissioned" status, the plant was turned fully operational and under direct management of Panda Power Industries- Panda Stonewall Facility. Upon this transition, her duties were reassigned to include contract management establishing all partnerships for acquisition of chemicals, materials and services needed to be fully operational, procurement of spare parts with an on-hand inventory of \$5M, and budgeting/accounting specialist maintaining the corporate general ledger equating to \$5B for the facility.

EDUCATION

2003 Society of Human Resource Management Certification, George Mason University
2015 Women's Leadership Certificate Program, American Management Association
2022 Contracting Officer's Representative Certification
2023 AutoCad Certification
2023 BA/Organizational Management from Rosemont College - in process

VOLUNTEER SERVICE

Currently Serving:

- Ryan Bartel Foundation (2016)
- Loudoun Abused Women's Shelter (LAWS) (2016)
- Loudoun Fraternal order of Police Lodge 69 (2016)
- Mental Health Association of Frederick, MD (2016)
- HOA Vice President (2018)
- Vice President, Board of Trustees, Frederick Classical Charter School (2021-2023)
- President, Board of Trustees, Frederick Classical Charter School (2023)



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Previous Service:

- Butterfly Ridge Elem Treasurer (2018)
- NAC-8 Representative (2018)