

Client Name

123 Nameof St.

City, ST 12345

Phone: 240-395-3587

Email: nameofclient@gmail.com

Citizenship: United States of America

Veteran's Preference: N/A

Clearances: Secret (Renewal 11/2025)

CORE COMPETENCIES

Program Management, Contract Analysis, Needs Assessments, Attention to Detail, Customer Service, Coaching/Training, FAR, DFARS, Acquisition Policy, Relationship Building, Project Management, Strategic Planning, Forecasting, Administrative Operations, Budget Development, Compliance, Office Management, Team Building, Variance Analysis, Staffing, Supervision, Contract Modifications, Database Administration, PRISM, ERP/PPS/MM, NAVRIS, SharePoint, Project, Microsoft Office Suite, Access, Publisher

PROFESSIONAL EXPERIENCE

May 2016-Present

Department of the Navy, Office of Naval Research

Arlington, VA

Salary: \$XX,XXX USD Per Year

Hours: XX/week

Supervisor: Firstname Lastname; Phone: 555-555-5555; Contact: No

Contract Specialist

Directly manage contract related logistics within a fast-paced environment with a concentration on increasing productivity and efficiency levels. Support 2 Science and Technology Program Offices which include the Expeditionary Maneuver Warfare and Combating Terrorism Department along with the Naval Air Warfare and Weapons. Played a lead role in the negotiation and issuance of 10 complex science and technology R&D contracts which include both cost-reimbursement and fixed-price contract in addition to issuing 22 SBIR phase I purchase orders. Perform detailed analysis of cost proposals and price, generate business clearance memorandums, and negotiated awards with Contractors prior to contract completion. Successfully completed 120 contract modifications within a year which includes change orders, cost growths, no-cost extensions, incremental funding, exercise option, and transfer of government furnished property. Recognized as a subject matter expert within the department due to extensive experience in contract management.

September 2015-May 2016

Corp. Name Solutions, Inc. (Department of the Navy)

City, ST

Salary: \$40,000 USD Per Year

Hours: 40/week

Supervisor: Firstname Lastname; Phone: 555-555-5555; Contact: No

Procurement Technician

Acted as a member of the Contracts and Acquisition Team which is centered on executing post-award modifications and supporting Government Contracting Officers/Program Officers. Generated several post-award bilateral and unilateral modifications and maintaining an expert level knowledge of incremental funding, change orders, and period of performance extensions. Facilitated the execution of approximately 35 modifications per month, managed incoming Contractor change requests, and reviewed change requests to ensure compliance with standard operating procedures. Reviewed and evaluated cost proposals valued at over \$150,000 to ensure compliance in addition to drafting 16 purchase orders monthly calculating fee rates, and obtaining approvals from private-sector contractors. Provided comprehensive training to staff members in regards to procurement procedures and contract modifications.

March 2014-August 2015

NameOmitted & Associates, LLC

Washington, D.C.

Salary: \$15.00 USD per hour

Hours: 25/week

Supervisor: Firstname Lastname; Phone: 555-555-5555; Contact; Yes

Consultant Assistant

Supported daily administrative operations within an organization aimed at providing consulting services to both small and mid-size businesses within the Washington DC area. Advised business owners on the process of becoming a Certified Business Enterprise along with performing complex market research. Implemented innovative business development/sales strategies, created detailed cost proposals, and identified client scope of work.

May 2011-September 2012

NameOmitted Washington

Washington, DC

Salary: \$15.00 USD per hour

Hours: 40/week

Supervisor: Firstname Lastname; Phone: 555-555-5555; Contact; Yes

Program Assistant (2 Year Summer Internship)

Assisted in the management of programs within the Social Inclusion Department which included monitoring program participation goals and generating quarterly reports. Utilized superior communication abilities to update executive leadership on program metrics, coordinated meetings with community organizations, and diffused escalated program issues.

EDUCATION

NameOmitted State University

Degree: Bachelor of Science; Business Administration

Earned: December 2013

Credits Earned: 120

TRAINING

Defense Acquisition University (DAU) courses completed:

CON 090 Federal Acquisition Regulation (FAR) Fundamentals

CON 100 Shaping Smart Business Arrangements

CON 121 Contract Planning

CON 124 Contract Execution

CON 127 Contract Management

CON 170 Fundamentals of Cost and Price Analysis

CLC 004 Market Research

CLC 005 Simplified Acquisition Procedures

CLC 025 Small Business Program for Contracting Officers

CLC 033 Contract Format and Structure for the DoD e-Business Environment

CLC 057 Performance Based Payments

CLC 058 Introduction to Contract Pricing

GRT 201 Grants and Agreements Management

CERTIFICATIONS

Defense Acquisition Workforce Improvement Act (DAWIA) Certification-Contracting, Level I