
ACQUISITION ANALYST RESUME

Job Objective:

To secure an Acquisition Analyst position in a well established organization with a stable environment.

Highlights of Qualifications:

- A great deal of experience in DoD program acquisition
 - Possess excellent communication, interpersonal and presentation skills
 - Excellent analytical and critical thinking skills
 - Proficient in Microsoft Office – Excel, Visio, PowerPoint, Project, Word, Microsoft Access, and data manipulation
 - Goal oriented and ability to work under pressure
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Professional Experience:

Acquisition Analyst, August 2005 – Present
SPARTA, Inc., Seattle, WA

- Prepared program management correspondence spreadsheets, charts and presentations.
- Conducted research and prepared management, organizational and business analyses and forecasts.
- Analyzed complex contractual documents, technical data, customer usage data and customer maintenance practices.
- Maintained and conducted financial trend analysis, life cycle acquisition tracking and data entry.
- Analyzed customer operation characteristics and related reports to determine requirements.
- Assessed system acquisition process issues.

Acquisition Analyst, May 2000 – July 2005
CACI International, Inc., Seattle, WA

- Conducted analysis and developed reports to make sure delivery orders are within negotiated and agreed parameters and Government cost control guidelines.
 - Reviewed and defined internal contract policy procedures for initiating new contract actions.
 - Participated and facilitated program management reviews and business meetings.
 - Prepared and coordinated coordinate inputs for acquisition documentation, status reports, briefings, and information inquiries.
 - Indulged in preparing materials in support of government award fee evaluations and recommendations.
 - Analyzed and reviewed contractor proposals and prepared technical reports.
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Education:

Bachelor's Degree in Management, University of California, Berkeley, CA

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