
Contracting Officer Resume

Job Objective

To maximize my skills and training as a Contracting Officer in well organized organization to help the organization reach its objectives.

Summary of Qualifications:

- Possess experience in procurement and contractual activities
 - In-depth knowledge of corporate policies and procedures
 - Sound knowledge of Federal Acquisition Regulations (FAR) and statutes
 - Extensive knowledge of FAR & DFAR process
 - Ability to draft moderate to complex, non-routine contractual instruments
 - Profound ability to use of independent judgment
 - Ability to resolve contract issues
 - Skilled in preparation and implementation of contracts
 - Good presentation, leadership and team-building skills
 - Excellent internal and external negotiation skills
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Work Experience:

Contracting Officer, August 2005 – Present
INSITU, Saint Louis, MO

- Determined contract requirements, special provisions, terms and conditions to ensure adherence with appropriate laws, regulations and corporate policies.
- Developed negotiation strategy, lead and supported negotiation team on a complex contractual process.
- Identified, developed and implemented new contract policies and processes.
- Supported request for proposal and proposal response processes.

Contracting Officer, May 2000 – July 2005
Agency For International Development, Saint Louis, MO

- Interacted with potential contractors on cost valuation, technical terms and other necessities.
 - Prepared written requests for proposal and negotiation positions.
 - Negotiated cost, fee, profit and technical issues.
 - Reviewed, analyzed and interpreted procurement statutes, regulations, policy, concepts, guidance and procedures.
 - Monitored outstanding contracts to ensure satisfactory progress, to assure adherence with the terms and conditions of the contract.
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Education:

Bachelor's Degree in Business Administration, Bethel University, Mc Kenzie, TN

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