
Federal Contract Specialist Resume

Job Objective

Professional Federal Contract Specialist in search of a highly established firm that will allow me to further boost my career in this field.

Highlights of Qualifications:

- Remarkable experience in Federal Government Contracting
 - Huge knowledge of applying The Federal Acquisition Regulation
 - Deep knowledge of enforcing Office of Federal Procurement Policy
 - Familiarity with contracting principles and laws
 - Wide knowledge of Acquisitions Life Cycle
 - Superior customer services skills
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Professional Experience:

Federal Contract Specialist
Universal Consulting Services, Topeka, KS
May 2006 – Present

- Aided development of acquisition strategies.
- Evaluated projects throughout acquisition process.
- Managed development of Performance Work Statements.
- Coordinated with government clients.

Federal Contract Specialist
SSI Services, Inc., Topeka, KS
March 2003 – April 2006

- Imparted technical senior level contract specialist support.
 - Carried out source selection procurements.
 - Formulated delivery and task orders.
 - Maintained task order files.
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Education:

Bachelor's Degree in Business Management
Bennett College, Greensboro, NC

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