
Government Contract Administrator Resume

Job Objective

Hard working, dependable Government Contract Administrator seeking position within a growing or strong organization today.

Highlights of Qualifications:

- Remarkable experience in contract administration systems
 - Huge knowledge of Government Contracting
 - Deep knowledge of Federal contract and administration
 - Familiarity with government contracting and contracts administration
 - Amazing ability to train members
 - Outstanding ability to execute analysis independently
 - Superior computer, problem solving and follow-up skills
 - Excellent time management and organization skills
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Professional Experience:

Government Contract Administrator
Shaw Group, Little Rock, AR
November 2007 – Present

- Evaluated complex solicitations and contract requirements.
- Administered contract change control process.
- Reviewed new law, regulation and contract trends.
- Aided as focal point for all communication.
- Bargained on contracts and subcontracts.
- Coordinated with Manager of Contract Practices and Compliance.
- Aided accounting billing issues.
- Analyzed requests for proposals and handled contract brief.

Government Contract Administrator
ATR International, Inc, Little Rock, AR
December 2003 – October 2007

- Outlined reporting requirement for company's government contracts.
 - Managed website and Product Pricing Change Authorizations.
 - Computed Sales and Dealer training information.
 - Handled government compliancy training spreadsheet.
 - Formulated internal reports and processed modifications.
 - Acted as point of contact and maintained records.
 - Imparted basic bid and proposal support.
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Education:

Bachelor's Degree in Business
Saint Ambrose University, Davenport, IA

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