
Government Contract Specialist Resume

Job Objective

To obtain a position as Government Contract Specialist in which my skills can help to increase the number of clients and sales for the company.

Highlights of Qualifications:

- Remarkable experience in issuing government contracts
 - Deep knowledge of applying Federal Acquisition Regulation
 - Huge knowledge of CPFF, FFP and T&M
 - Familiarity with DCAA Audit
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Professional Experience:

Government Contract Specialist
New Breed Logistics, Atlanta, GA
May 2006 – Present

- Executed proposal development and coordinated in pre-proposal conferences.
- Conducted prime contract post award administration.
- Coordinated with government representatives.
- Evaluated appropriate contract requirements.
- Reviewed new laws and regulations.
- Trained contract management team members.

Government Contract Specialist
Mitre CorporationMITRE, Atlanta, GA
March 2003 – April 2006

- Conducted market analysis and formulated requests for proposal.
 - Aided Project Managers and outlined Teaming and Non-Disclosure Agreements.
 - Managed drafting Single Source Justifications.
 - Administered post award process.
 - Corresponded with CEB project teams.
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Education:

Bachelor's Degree in Business Administration
East Georgia College, Swainsboro, GA

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