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## Government Contract Specialist Resume

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### 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.

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### Highlights of Qualifications:

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- 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:

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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 Corporation MITRE, 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:

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

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