
Government Contracting Officer Resume

Job Objective

Seeking employment as a Government Contracting Officer Want opportunity to use my past expertise to better the organization as a whole.

Highlights of Qualifications:

- Solid knowledge of federal government contracting laws and procedures
 - Extensive knowledge of DCAA Audit
 - Excellent written and oral communication skills
 - Proficient with MS Office Suite
 - Ability to work independently in an entrepreneurial setting
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Professional Experience:

Government Contracting Officer
Odyssey Systems Consulting Group, Lubbock, TX
August 2005 – Present

- Performed market analysis to support decision making regarding acquisition strategies.
- Assisted Project Managers in source selection criteria development.
- Involved actively in preparing and negotiating Teaming and Non-Disclosure Agreements.
- Carried out Cost and Price Analysis to support budgeting needs.
- Prepared Pre and Post Negotiation Objectives and Memorandums.
- Conducted discussions and communications with external vendors.

Government Contracting Officer
Corporate Executive Board, Lubbock, TX
May 2000 – July 2005

- Provided internal controls and compliance guidance and direction.
 - Acted as the focal point for information on all areas of government relations.
 - Worked closely with business units, Corporate Counsel and Senior Leadership
 - Involved actively in formulating the corporate compliance strategy and operational plans to achieve success. .
 - Developed and executed methods for the end- to-end corporate compliance process.
 - Carried out internal reviews of compliance with regulatory and contract requirements throughout the contract life cycle.
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Education:

Bachelor's Degree in Business Administration
American Graduate University, Covina, CA

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