

---

## 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
- 

### 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.
- 

### Education:

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

[Build your Resume Now](#)