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## Government Contractor Resume

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### Job Objective

To obtain Government Contractor position in which I can utilize my prior experiences to asset the reputation and growth of the organization.

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### Highlights of Qualifications:

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- Steep knowledge of financial management and process improvement
  - Familiarity with FAR and CAS requirements and federal procurement regulations
  - Proficiency in technology and tools and Microsoft Suite
  - Excellent client service and communication skills
  - Skilled at using finance solutions, program management and Earned Value Management System (EVMS) solutions
  - Ability to manage multiple projects and meet timely deadlines
  - Ability to answers contractors' questions and provides technical guidance on fulfilment issues
  - Excellent negotiation skills to facilitate the bargaining process
  - Superior project management and problem solving skills
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### Professional Experience:

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Government Contractor  
Navigant Consulting, Inc, Cincinnati, OH  
September 2006 – Present

- Handled engagement management and planning.
- Conducted client coordination and managed engagement activities.
- Maintained individual chargeability and handled timely billing and collection activities.
- Administered and coached Consultants, Sr. Consultants, Managing Consultants and Associate Directors.
- Aided company recruiting efforts and formulated proposals.

Government Contractor  
Del-Jen, Inc., Cincinnati, OH  
June 2002 – August 2006

- Administered staff and coordinated with senior management.
  - Aided outlining of detailed program estimates.
  - Evaluated financial reporting for major contracts.
  - Established annual operating budget and formulated monthly variance analysis reports.
  - Analyzed pricing and cost proposals and outlined risk analysis reports.
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### Education:

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Bachelor's Degree in Accounts  
Stephens College, Columbia, MO

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