
Government Contractor Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

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

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