
Government Property Administrator Resume

Job Objective

To be given an opportunity to exhibit my Government Property Administrator skills and use my knowledge to contribute to the growth of the organization.

Highlights of Qualifications:

- Remarkable experience in government property management
 - Huge knowledge of disposition of government property
 - Deep knowledge of warehouse operations and SAP
 - Familiarity with government approved property procedures and MS Office
 - Amazing ability to maintain government security clearance
 - Outstanding ability to define dimension of problems
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Professional Experience:

Government Property Administrator
Miratek Corporation, Springfield, MO
November 2007 – Present

- Executed tasks relative to control of government property.
- Carried out inventories of Government owned material.
- Managed property records on government equipment.
- Formulated reports and documents.
- Handled activities related to acquisition, receipt, identification and maintenance.

Government Property Administrator
ManTech Int'l Corp, Springfield, MO
December 2003 – October 2007

- Executed government property administration.
 - Evaluated contract and solicitation provisions.
 - Established procedures for receipt of materials and equipment.
 - Handled negotiations with subcontractors.
 - Managed GP registers and coordinated with DA Property custodians.
 - Administered GP disposal process.
 - Aided annual USG and UK GP audits.
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Education:

Bachelor's Degree in Business Administration
High Point University, High Point, NC

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