
Principal Officer Resume

Job Objective

To maximize my skills and training as a Principal Officer in well organized organization to help the organization reach its objectives.

Highlights of Qualifications:

- Huge experience in contract administration, transportation planning, project management
 - Proficient in MS Office, MS Excel, Power Point, Word and Access
 - Strong advocacy and communication skills
 - Amazing ability to manage complex contractual relationships
 - Outstanding ability to articulate complex transportation issues and interact with outside stakeholders
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Professional Experience:

Principal Officer

Amtrak Information Center, Hustonville, KY

August 2005 – Present

- Overseen staff professional development, and ensured achievement of departmental objectives.
- Created, maintained, and distributed of the Amtrak Engineering Departments digital assets.
- Maintained database of Engineering infrastructure assets, infrastructure information tools, applications and interfaces, and developed add-on products for global positioning, geographical, geospatial.
- Managed AIC, EDM and GEOS Program, and coordinated with the design, development and implementation of the Infrastructure Enterprise Asset Management (EAM) system.

Principal Officer

General Dynamics, Hustonville, KY

May 2000 – July 2005

- Developed and negotiated process for all required agreements.
 - Supported the development of a negotiation strategy for the required agreements.
 - Assisted in the short and long term manpower and scheduling requirements.
 - Coordinated project status meetings and updated with external stakeholders.
 - Monitored contract administration of funding,
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Education:

Bachelor's Degree in Engineering

Irvine Valley College, Irvine, CA

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