

SOPHIA BROWN

1234 Any Street, Kirby, TX 77005 ■ Cell: (123) 456-7890 ■ sbrown@email.com

CONTRACTS ADMINISTRATOR / ACQUISITION SPECIALIST

Highly-motivated Contracts Administrator / Acquisition Specialist with more than seven years of experience in government procurement, regulations, policies, and procedures. Proven record of negotiating, managing, executing, and settling contracts worth \$16B. Superior ability to collaborate with senior military personnel, logisticians, cost analysts, and systems engineers while utilizing and tailoring automated acquisition source selection tools for specific acquisition directives.

Core Competencies include:

- Government Acquisition
- Contracts Management
- Cost Analysis
- Lifecycle Documentation
- Logistics / Supply Management
- Contract Settlement
- Negotiation Skills
- Platform Integration
- Interpersonal Skills
- Organizational Skills

CLEARANCE AND CERTIFICATIONS

CURRENT SECRET CLEARANCE PR Date: November 2009

DAWIA Level III Acquisition Professional Certification

PROFESSIONAL EXPERIENCE

KFORCE GOVERNMENT SOLUTIONS, San Antonio, TX

2009 – Present

Lead Acquisition Analyst

- Implement automated and electronic change management, configuration control, and archive procedures for systems and develop configuration items, such as software code, documentation, drawings, specifications, and associated documentation for contracts worth \$16B+.
- Oversee three Junior Acquisition Analysts to ensure technical documentation is accurate, complete, meets editorial and government specifications, and adheres to standards for quality, format, and style.
- Research and analyze factors, including current market conditions and costs, related to acquisition planning to produce detailed briefs.
- Create policy manuals, acquisition plans, source selection plans, test master plans, security documentation, and model contracts as needed for each contract.

CACI, Fort Hood, TX

2006 – 2009

Contracts Administrator / Acquisition Specialist

- Managed complex contracts worth \$650M+ for onsite Army Program Office supporting major weapons systems' research and development.
- Performed in-depth technical market research and analyzed past performance to prepare acquisition planning recommendations and cost analysis for eight Program and Contracting Managers.
- Drafted contracts and created, documented, and revised acquisition plans, policy procedures, and best practices on an ongoing basis.

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- Provided monthly and quarterly reports to senior management focused on integration of acquisition lifecycle, including basic research to production and test.
- Reviewed all settlement files on a regular basis to ensure appropriate documentation provided; prepared documentation and negotiated final settlement and collection of payment for each contract.

EDUCATION

STRAYER UNIVERSITY

Bachelor of Business Administration with Concentration in Acquisition and Contracts Management

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook), IBM Rational ClearQuest, and ClearCase.