

Your Name

Mailing Address, City, State Abbreviation ZIP code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Announcement #: FY24-ABCD-1234-12345678-AB

Job Title: Administrative Officer

Highest Previous Grade: GS-09

Citizenship: United States of America

Veterans' Preference: N/A

Contact Current Employer: Yes

Profile

- Diligent administrative officer with seven years of experience navigating the complexities of federal administration. Excels in transforming data into strategic assets through meticulous curation and presentation of administrative reports. Seeking a new challenge at the GS-11 level in managing administrative policies, procedures, operations, and goals.

Education

- Associate of Arts (A.A.) Business Administration | LOS ANGELES CITY COLLEGE, Los Angeles, CA | September 2014 – June 2016
Honors: Dean's List 2015, 2016
GPA: 3.8

Certifications

- Certified Administrative Professional (CAP), IAAP, 2017
- Microsoft Office Specialist, Microsoft, 2016

Skills

- Budgeting and financial management
- Communication
- Contract management software
- Data analysis
- Government regulations
- Leadership
- Project management
- Risk management
- Supply chain management
- Time management

Affiliations

- Association of Government Accountants, AGA, 2017 – present

Volunteer Work

- Community Garden Organizer, Urban Agriculture Initiative, 2019 – present

Experience

**ADMINISTRATIVE OFFICER GS-0341-09 | DEPARTMENT OF VETERANS AFFAIRS, LOS ANGELES, CA
| JULY 2018 – PRESENT**

40 HOURS PER WEEK

\$81,000 PER YEAR

- Monitor and coordinate administrative services. Proactively manage budget activities, ensuring fiscal responsibility and optimal resource allocation. Assist with procurement and contracting, including preparing requests, evaluating proposals, and initiating contracts.
- Contribute to human resources functions for recruitment, performance, and training. Prepare comprehensive letters, reports, and presentations to facilitate effective communication within the agency. Offer valuable insights by recommending space utilization to optimize office space and resources.

Achievements:

- Streamline reporting processes to reduce document creation time by 10 hours per week while maintaining accuracy and clarity
- Maintain a 60% to 70% space utilization rate to increase overall workspace efficiency
- Participate in four targeted recruitment events each year to hire diverse candidates
- Conduct biannual internal audits to identify and rectify discrepancies and minimize risk of compliance issues
- Review budgets with department heads to identify opportunities and reduce discretionary spending

Contact Employer: Yes

Supervisor: First Name Last Name

Phone Number: (123) 456-7890

**ADMINISTRATIVE OFFICER GS 0324-07 | DEPARTMENT OF VETERANS AFFAIRS, LOS ANGELES, CA
| NOVEMBER 2016 – JUNE 2018**

40 HOURS PER WEEK

\$63,000 PER YEAR

- Gathered information and prepared administrative reports. Offered valuable advice and assistance to manager and staff concerning personnel processes and procedures. Maintained databases and shared computer drives, using technological proficiency to keep information up to date.
- Collaborated with management to optimize purchases and supply use by maintaining awareness of available resources. Analyzed budget needs, managing procurement and contracting to ensure efficient office operation.

Achievements:

- Carried out a procurement plan for office supplies to reduce costs and generated annual savings of \$70,000
- Negotiated contracts with medical equipment providers to decrease delivery time by 10%
- Worked with management to streamline training programs and improve veteran employee integration
- Compiled patient care data for monthly briefings and reduced preparation time by 50 staff hours annually

Contact Employer: Yes

Supervisor: First Name Last Name

Phone Number: (123) 456-7890