

AS

Amar Singh

Entry-Level Federal Contract Specialist

I am a results-driven federal contract specialist with strong analytical skills and a keen understanding of federal procurement regulations. I excel in evaluating proposals, supporting contract negotiations, and ensuring compliance with federal guidelines.

Announcement #: FY24-CON-0001

Job Title: Contract Specialist


Citizenship: United States of America

Veterans' Preference: N/A

Highest Previous Grade: GS-07

Contact Current Employer: Yes

CONTACT

 (123) 456-7890

 amarsingh@example.com

 LinkedIn

 Philadelphia, PA 19103

KEY SKILLS

- Contract analysis
- Cost evaluation
- Federal procurement regulations
- Report preparation
- Vendor management

PROFESSIONAL EXPERIENCE

CONTRACT ANALYST INTERN | DEPARTMENT OF COMMERCE, PHILADELPHIA, PA
JUNE 2022 – PRESENT

- Assisted in evaluating contract proposals and performing cost analyses that improved procurement efficiency by 15%.
- Prepared detailed reports and briefing materials for senior procurement officials.

PROCUREMENT SUPPORT INTERN | FEDERAL ACQUISITION AGENCY,
PHILADELPHIA, PA
JANUARY 2022 – MAY 2022

- Supported contract management tasks and maintained vendor databases, contributing to smoother procurement operations.
- Assisted in drafting contract modifications and monitoring compliance.

EDUCATION

Bachelor of Science in Business Administration | Temple University
Philadelphia, PA | May 2021