

DC

Diana Carter

Federal Contract Specialist Manager

I am a federal contract specialist manager with over 12 years of progressive experience in overseeing complex federal procurement operations. I excel in managing large teams, negotiating multi-million-dollar contracts, and ensuring compliance with all federal regulations.

Contact



(123) 456-7890



diana.carter@example.com



LinkedIn



Arlington, VA 22201

Education

Bachelor of Science in Business Administration

George Mason University, Fairfax, VA | May 2008

Key Skills

- Team management
- Strategic procurement
- Contract negotiation
- Process streamlining
- Regulatory oversight

Announcement #: FY24-CON-0004

Job Title: Contract Specialist Manager

Citizenship: United States of America

Veterans' Preference: N/A

Highest Previous Grade: GS-12

Contact Current Employer: Yes

Professional Experience

CONTRACT SPECIALIST MANAGER | DEPARTMENT OF COMMERCE, ARLINGTON, VA

JANUARY 2012 – PRESENT

- Supervised a team of 15 contract specialists managing projects valued at over \$150 million.
- Implemented strategic procurement initiatives that achieved a 12% cost reduction.

SENIOR CONTRACT ANALYST | FEDERAL PROCUREMENT AGENCY, ARLINGTON, VA

JUNE 2008 – DECEMBER 2014

- Analyzed and negotiated contracts, streamlining processes and reducing turnaround times by 20%.
- Prepared comprehensive reports and maintained strict regulatory compliance.