



Washington, DC 20001



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LinkedIn

## KEY SKILLS

- Contract negotiation
- Cost analysis
- Federal acquisition compliance
- Vendor evaluation
- Process improvement

# Brenda Lopez

## Mid-Level Federal Contract Specialist

I am a dedicated federal contract specialist with over four years of experience managing government contracts. I excel in contract negotiation, compliance monitoring, and cost analysis to achieve optimal procurement outcomes.

**Announcement #:** FY24-CON-0002

**Job Title:** Contract Specialist

**Citizenship:** United States of America

**Veterans' Preference:** N/A

**Highest Previous Grade:** GS-09

**Contact Current Employer:** Yes

## PROFESSIONAL EXPERIENCE

### CONTRACT SPECIALIST

DEPARTMENT OF DEFENSE, WASHINGTON, DC | JULY 2018 – PRESENT

- Managed contracts totaling over \$30 million, achieving cost savings of 12% through effective negotiation.
- Ensured strict compliance with federal acquisition regulations by implementing enhanced monitoring systems.

### PROCUREMENT ANALYST

FEDERAL CONTRACTING OFFICE, WASHINGTON, DC | JANUARY 2016 – JUNE 2018

- Analyzed vendor proposals and prepared comprehensive cost-benefit analyses.
- Streamlined procurement documentation, reducing processing time by 15%.

## EDUCATION

**Bachelor of Science in Business Administration**

American University, Washington, DC | May 2015