
Acquisition Program Manager Resume

Job Objective

Seeking work as Acquisition Program Manager with company to advance my skills and career in this field.

Highlights of Qualifications:

- Huge experience in managing projects for various DOD and special access programs
 - Wide knowledge of DOD acquisition policies and regulations
 - Remarkable ability to accomplish all objectives for both internal and external members
 - Deep ability to maintain effective relationship with employees and personnel
 - Amazing communication skills in both oral and written forms
 - Skilled to multitask and complete projects according to schedule
 - Familiarity with Missile Defense Agency Acquisition policies and directives
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Professional Experience:

Acquisition Program Manager
Biogen Idec, Phoenix, AZ
October 2008 – Present

- Prepared and drafted all acquisition related documents and updated it as required.
- Monitored schedule for prime contractors and evaluated performance on a monthly basis.
- Worked with Program Manager and prepared brief on program status to be presented to seniors.
- Maintained program schedule of activities and performed regular tests on equipments to ensure proper functioning.
- Coordinated with government program manager and prepared responses for all inquiries.
- Documented all activities preparing both hard and soft copies to be presented to manager.
- Participated in various meetings and evaluated work done by contractors.
- Developed project budget and reviewed it on a regular basis.

Acquisition Program Specialist
KeyLogic Systems, Phoenix, AZ
August 2003 – September 2008

- Developed and maintained systems to monitored performance of all projects.
- Coordinated with employees and identified issues and its resolution.
- Performed troubleshoot on process and provided advice on various problems.
- Planned procurement performance for various processes.
- Maintained and prepared acquisition plans for schedule and prepared charts.
- Analyzed policies and procedures and recommended changes if required.

Acquisition Program Analyst
CACI International, Inc., Phoenix, AZ
May 1998 – July 2003

- Planned and documented acquisition programs and provided support to ammunition programs.
 - Developed acquisition plans and prepared briefings.
 - Analyzed processes identified problems and resolved issues for various programs.
 - Administered program progress and ensured optimal customer satisfaction.
 - Provided support to all POM process.
 - Prepared and managed all correspondence related to program management.
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Education:

Bachelor's Degree in Finance
Columbia Union College, Takoma Park, MD
Master's Degree in General Management
Fairfield University, Fairfield, CT

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