
Federal Contractor Resume

Job Objective

To gain Federal Contractor position in which to utilize my skills in such a way as to become a valued member and long-term employee within the company.

Highlights of Qualifications:

- Huge knowledge of documenting accounting routines, procedures and controls
 - Steep knowledge of US GAAP Accounting
 - Excellent analytical, problem solving and communication skills
 - Superior leadership and people development skills
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Professional Experience:

Federal Contractor
DEL-JEN, Inc., Denver, CO
September 2006 – Present

- Formulated internal monthly financial reports.
- Managed outlining financial strategy and evaluated current accounting operations.
- Coordinated with the management and enforced accounting routines.
- Developed business performance metrics and trained accounting staff.
- Outlined external financial statements and managed budget process.

Federal Contractor
Mitre Corporation, Denver, CO
June 2002 – August 2006

- Assisted managers and coordinated with candidates.
 - Provided employment offers for specific job openings.
 - Coordinated with Senior Human Resources Manager and Partner.
 - Reviewed service of staffing agencies and represented MSH when required.
 - Imparted regular and project-specific new employee orientation.
 - Extended follow-up on company policies.
 - Corresponded in HR staff meetings and imparted support to Center.
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Education:

Bachelor's Degree in Business
Ventura College, Ventura, CA
Master's Degree in Contracting Business
Coppin State University, Baltimore, MD

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