



SAMPLE OUTLINE FORMAT FEDERAL RESUME

OUTLINE FORMAT with ALL CAP KEYWORDS and Accomplishments

**From the *Federal Resume Guidebook*, 5th Ed.
By Kathryn Troutman**

KSAs in the Resume –with KSA Accomplishments and Keywords
Government Contractor to Federal Resume

TARGET POSITION: Contract Specialist, GS-1102- 9

KEYWORDS – found in the vacancy announcement.

CONTRACT MANAGEMENT
CONTRACT ADMINISTRATION
CONTRACT TERMINATIONS AND CLOSE OUTS
KNOWLEDGE OF CONTRACT LAWS, REGULATIONS, AND POLICIES
CUSTOMER SERVICE AND INTERPERSONAL SKILLS
ACQUISITION PROCEDURES
APPLY PROCEDURES AND TECHNIQUES TO CARRY OUT DEVELOPMENT ASSIGNMENTS
APPLICATION OF LAWS AND REGULATIONS GOVERNING ACQUISITIONS
COMPARE PRICES, DISCOUNTS, DELIVERY DATES, AND HANDLING CHARGES
INTERPRET PROCUREMENT REGULATIONS AND TECHNICAL MATERIAL

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JOHNNY WESTFIELD

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Veterans' Preference: 5 points

WORK EXPERIENCE:**REALTY TECHNICIAN, 1/2009 – Present**

CACI, Inc.; Contracted to General Services Administration, Boston, MA

Salary: \$40,000; 40 hours/week

Supervisor: Zia Warhol, 617-888-0001; may contact

CONTRACT MANAGEMENT AND ADMINISTRATION: Support 15 contracting officers, 30 project managers, and over 300 projects across multiple agencies. Administer realty contracts, perform close outs, and terminations. Manage paperwork, organize files, and provide general support while performing daily responsibilities. Knowledge of contractor and vendor performance parameters, and the need for clear, concise performance based statements and measurements.

CONTRACT CLOSE OUTS: Process 7-10 contract close outs per month. Perform notification procedures to building service centers over the phone and in writing. Partner with contract officer. Correct documents as necessary. Create new agreements. Quality check documents to bill out correctly. Ensure that all paperwork, terms, steps, and procedures are in order so that contract is completed with absolute accuracy and integrity.

CONTRACT AWARDS: Maintain electronic copies of request-for-space documents and prepare lease file folders for project managers. Perform quality control of lease documents at award phase to enable the kick off of lease billing and rents. Prepare new lease files and serve as the control point for new project requirements. Prepare award letters to contracting officer, Lessor, agency, and Federal Protective Service.

CONTRACT TERMINATIONS: Process 5-6 contract terminations per month. Analyze contracts. Create termination documents to send out. Notify Lessor. Send out letters with 60, 90, and 120-day notices. Create changes to lease contracts and send out contract modifications. Cancel billing to avoid incorrect charges. Prepare and analyze contract data from procurement systems to create and maintain contract termination list. Serve as subject matter expert with respect to close outs and terminations. Identify positive or negative implications of contractual agreements and communicate findings to contract officers.

Key Accomplishments:

+ Created new procedures that reduced contract processing time by 50% and enabled the swift identification of key documents. Drafted checklists to increase the accuracy and efficiency of reviews.

+ Slashed processing time of close out procedures from months to hours by implementing a personnel realignment that improved communication, information sharing, and streamlined the close-out process.

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+ Reduced lessor billing time for contracts from months to days by suggesting and helping implement better inter-departmental relationship alignments. Produced error-free contracts resulting in work being conducted up front, during process, instead of after. Created simultaneous processing procedures to speed up scheduling.

REAL ESTATE APPRAISER, 1/2005 – 1/2009

Appraisal Group, Inc., Waltham, MA

Salary: \$65,000; 40 hours/week

Supervisor: Self/Company owner, 617-888-0002

BUSINESS MANAGEMENT: Operated and managed a real estate appraisal company. Served as licensed residential real estate appraiser for numerous major banks and mortgage brokers. Appraised 20 homes per month while performing calculations, conducting research, writing reports, assembling information, and rendering conclusions. Managed all financial operations including: accounts receivable, accounts payable, bookkeeping, and inflow.

ANALYSIS AND RESEARCH: Conducted field investigations of real estate properties to assign dollar value for home sales purposes. Performed in-person, empirical analysis of building type, improvements, construction quality, condition, and depreciation factors. Researched legal records for title and property information. Procured comparable property records for comparisons and the determination of accurate assessment value.

FINANCIAL ANALYSIS: Created appraisal reports with values, measurements, and statistics. Generated calculations based numerous factors, including income records, operating costs, replacement estimates, building valuations, and cost estimators.

REAL PROPERTY APPRAISER, 1/2003 – 1/2005

County Assessor, Cambridge, MA

Salary: \$36,000; 40 hours/week

Supervisor: Randolph Roberts, 617-888-0003; may contact

INFORMATION COLLECTION: Collected market data, statistics, photographs, records, financials, comparables, and other information for each home being appraised. Conducted telephone interviews to verify information. Strategically amassed data, then processed and distilled into workable points and formulas to arrive at final valuations.

REPORT CREATION: Created final appraisal reports in which researched and processed data was entered for home sales purposes. Incorporated financials, comparisons, photos, and records. Composed summaries. Displayed excellent writing skills and ability to convey complex concepts and processes in easy-to-understand terms. Demonstrated knowledge of grammar, spelling, capitalization, and punctuation. Composed straightforward letters and memoranda.

Key Accomplishments:

+ Successfully negotiated with several communities to release prior sales history to the county, which enabled me to properly classify the homes and land to arrive at an equitable value for the homeowner and the county. Reclassified 7,000 properties so they could be appraised in the same manner as the state-appraised properties adjacent to them.

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PROJECT MANAGER, 6/1999 – 1/2003

Sunset Homes, Cambridge, MA

Salary: \$60,000; 50 hours/week

Supervisor: Courtney Taylor, 617-888-0005; may contact

BUSINESS MANAGEMENT AND BUDGET: Coordinated integral business components pertaining to purchasing, estimating, contracts, construction, and architecture. Oversaw construction activities related to architects, engineers, trade workers to ensure adherence to deadlines and funding parameters. Kept projects on task, on time, within budget, according to contract specifications. Integrated project management knowledge with leadership, interpersonal, financial, and communications skills.

ACQUISITION: Created advertisements for bids, then reviewed and selected the bid most suitable to the timeframe and budget. Researched the price of materials, labor cost, and overhead expenses to analyze the bids received. Assessed whether contractors were adhering to contract parameters, laws, and regulations

PROCUREMENT AND CONTRACT MANAGEMENT: Prepared purchase agreements, contracts, and leases to acquire the most cost-effective services and terms. Compared prices, discounts, delivery dates, and handling charges. Negotiated prices and services. Managed contracts and activities related to electrical, plumbing, HVAC, excavation, and masonry work.

INTERPRET REGULATIONS AND TECHNICAL MATERIAL: Reviewed legal documentation to ensure that projects complied with state, government, and local building codes. Identified staffing requirements based on technical materials and documentation.

COMMUNICATION: Disseminated information by using telephone, mail services, websites, and e-mail. Communicated daily with wide range of individuals. Expressed ideas confidently in results-oriented manner. Actively listened to comprehend and respond to unspoken needs. Provided constant status updates to supervisor and co-workers. Applied goals-oriented focus to all tasks and interactions to build and extend excellent relationships. Promoted positive interactions by adopting helpful, can-do attitude. Communicated with clients to determine needs and maintain complete and accurate records and files.

EDUCATION

Bachelor of Science, 5/1999

Boston College, Boston, MA USA

Major: Business; Minor: Finance

GPA: 3.5 out of 4.0

LICENSES AND CERTIFICATIONS

Licensed Residential Real Estate Appraiser, Massachusetts since 2002

PERFORMANCE AWARDS

+ Rated 5 (Outstanding) out of 5, Midyear Performance Review, General Service Administration, 5/2010

+ Rated 4 (Highly Successful) out of 5, Yearly Performance Review, General Service Administration, 10/2009

COMPUTER SKILLS

Microsoft Office (Excel, PowerPoint, Outlook, Word)

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