

# Rhonda Abrahams

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## Summary

Detail-oriented Government Contracts Administrator with expertise in handling U.S. Federal Government contracts. Organized, focused, and dedicated to accurate decision-making, tracking, and reporting. Exceptional multi-tasking, communication, and time management abilities.

## Highlights

- Strong writing abilities
- Proposal preparation
- Correspondence management
- Contract negotiation
- Document tracking
- Vendor coordination
- Requirements verification
- Reporting and analysis
- Administrative expertise
- Accurate filing

## Experience

- September 2010 Jefferson Construction Supply Company New Cityland, CA  
to Government Contracts Administrator  
Current
- Oversee vendor and subcontractor payments and act as point of contact for any billing, service, or contract question, issue, or problem.
  - Evaluate all proposals against standard framework for compliance and risk.
  - Update contracts and clauses and communicate changes.
  - Help contractors complete documentation for REPs.
  - Set up file and account information for new partner companies.
  - Actively participate in internal and external meetings.
- May 2006 Bridgestone Medical New Cityland, CA  
to Government **Contracts Administrator**  
August 2010
- Reviewed existing contracts for errors, future changes, and compliance issues.
  - Tracked contract documents, proposals, and questions and maintained filing systems.
  - Immediately notified management of contract issues.
  - Prepared bids and RFQs for new contracts.
  - Sourced vendors and subcontractors to fulfill contract requirements.
  - Wrote all necessary documentation and correspondence.
- January 2004 Kessler Construction New Cityland, CA  
to Government **Contracts Administrator**  
March 2006
- Assisted with development of complex proposals for government contracts.
  - Proofread and edited all documentation to ensure accuracy.
  - Drafted terms and conditions for subcontractors.
  - Negotiated with vendors to obtain favorable contract terms.
  - Created contract addendums as needed.

## Education

2003 Cannon Business School New Cityland, CA  
**Bachelor of Science: Business Administration**