# **First Name Last Name**

Email address | City, State | Cell #

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| **SUMMARY** |
| * ***Nearly 20 years of experience*** in the government and military sectors throughout the areas of finance, contracts, accounting, logistics, and procurement within the US and globally * ***History of developing and implementing strategic initiatives*** to meet financial budgets, ensure on-time project delivery, and strengthen vendor and customer relationships * ***Trusted accounting leader*** who effectively mentors employees and communicates through extensive on-the-job training, collaborative programs and SOPs implementation |

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| **SKILLS** |  |
| * Financial management * Contract negotiation * Building and maintaining vendor and customer relationships * Project management * GAAP * Personal and real property assets * Supply chain * Lean Six Sigma * MS Office software * Metrics analysis | * Active listener, ready to collaborate * Developing and implementing training, best practices, compliance requirements * Cross-training and leading for developing employees * Proactive, analytical thinker for anticipating roadblocks, streamlining processes, and implementing solutions * Expert organization, planning, and time management |

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| **EXPERIENCE** | |
| **Most Recent Employer #1** | |
| Job Title | *Dates of Employment* |
| * Job duties in order of importance * Start each line with an action verb | |
|  | |
| **Next Employer** | |
| Job Title | *Dates of Employment* |
| * Job duties in order of importance * Start each line with an action verb | |
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| **Next Employer** | |
| Job Title | *Dates of Employment* |
| * Job duties in order of importance * Start each line with an action verb | |

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| **EDUCATION/TRAINING** | |
| **Most Recent School Name** | |
| Type of Degree/Training | *Dates of Completion/Graduation* |
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| **Next School Name** | |
| Type of Degree/Training | *Dates of Completion/Graduation* |

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| **PROFESSIONAL ORGANIZATIONS & AWARDS** | |
| Organization/Award Name | *Dates* |
| Organization/Award Name | *Dates* |
| Organization/Award Name | *Dates* |