# **First Name Last Name**

Email address | City, State | Cell #

|  |
| --- |
| **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
 |

|  |  |
| --- | --- |
| **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
 |

|  |
| --- |
| **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
 |
|  |
| **Next Employer** |
| Job Title | *Dates of Employment* |
| * Job duties in order of importance
* Start each line with an action verb
 |

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

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