



# JAMES CLARK

Government Contractor

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Los Angeles

www.qwikresume.com

## SKILLS

Regulatory Compliance



Conflict Resolution



Presentation Skills



Interpersonal Skills



Adaptability



## INTERESTS

DIY Projects

Crafting

Meditation

History

## STRENGTHS

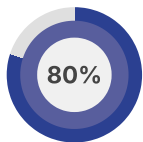
Humility

Innovation

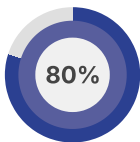
Insightfulness

Integrity

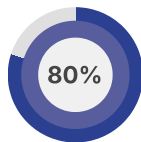
## LANGUAGES



English



Polish



Mandarin

## ACHIEVEMENTS

Streamlined contract review process, reducing approval time by 20%.

Successfully managed over 10 complex contracts, ensuring 100% compliance with federal regulations.

## PROFESSIONAL SUMMARY

Detail-oriented Government Contractor with 2 years of experience in contract administration and compliance. Skilled in evaluating proposals, negotiating terms, and ensuring adherence to federal regulations. Committed to enhancing operational efficiency and driving successful project outcomes. Ready to apply analytical expertise to support government initiatives effectively.

## WORK EXPERIENCE

Government Contractor

Feb / 2024-Ongoing

Quantum Solutions LLC

Phoenix, AZ

- Managed comprehensive contract administration, including review and analysis of Requests for Proposals (RFPs) and procurement processes for equipment and services.
- Oversaw various contract types, ensuring compliance with federal regulations and monitoring contract performance.
- Negotiated contract terms and pricing, recommending awards and preparing necessary documentation.
- Executed and administered public contracts, facilitating negotiations and modifications as required.
- Prepared detailed justifications, determinations, and solicitation documents to support procurement activities.
- Contributed to the development of evaluation plans and pricing methodologies to enhance contract management strategies.
- Collaborated with contractors and internal teams to clarify contractual requirements and optimize contract selection.

Government Contractor

Feb / 2023-Feb / 2024

Lakeside Apparel Co

Chicago, IL

- Served as a Compliance Integration Specialist, reporting directly to the Manager of the Central Facilities Area Maintenance Department.
- Ensured departmental maintenance procedures adhered to company and federal compliance standards.
- Participated in corporate assessments and process improvement initiatives to enhance operational efficiency.
- Represented the company in discussions with Department of Energy officials regarding compliance and maintenance programs.
- Provided strategic advice to the Director of Infrastructure Programs on improving maintenance program compliance and efficiency.

## EDUCATION

Bachelor of Science in Business Administration

Feb / 2022 - Feb / 2023

University of Maryland

Denver, CO

Focused on contract management and procurement processes, providing a strong foundation for government contracting roles.