

# Ronald F. Connor

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## Contracting Specialist

Warranted U. S. Government Contracting Officer. Expert knowledge of federal acquisition guidance including FAR (Federal Acquisition Regulations), DFARS (Defense Federal Acquisition Regulations Supplement), MAPS (Marine Corps Acquisition Procedures Supplement) and NAVSUP (Naval Supplement). Active Secret Security Clearance. Exceptional communications and team building skills. Creative, capable, and dedicated with initiative and integrity. Excellent computer skills including Word, Excel, PowerPoint, Access, Internet extensively and PD2.

*From performance evaluations:* "He possesses exceptionally valuable characteristics of soundness of judgment and eagerness and capacity to learn independently." "...does not shy away from challenge. Seeks out responsibility." "He is highly motivated, technically proficient and conscientious about producing top quality work." "...has an excellent ability to communicate clearly with others." "He is a 'team player' who places great emphasis on cooperation and coordination."

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## Achievements

- Received Meritorious Service Medal and Joint Service Commendation Medal as Contracting Officer for Joint Contracting Center for providing outstanding support for 1700 + personnel while supervising activities of four technicians by:
  - Committing 200 contractual actions obligating \$650K with cost savings of \$140K for US Army;
  - Providing new and safer hotel in host country affording soldiers affordable leisure time and resulting in \$31,000 annual savings and increased safety and force protection;
  - Managing 13 service contract actions valued at \$500K with host nation providing necessary services
  - Serving as Fire Warden and Security Officer for Joint Contracting Center and Resource Management Office; and
  - Establishing services contract which provided personnel to restrict civilian movement and access to ranges ensuring safety of local civilians and preventing costly property theft.
- Selected as Noncommissioned Officer of the Quarter – first quarter 2002 for outstanding leadership and bearing.
- Received Meritorious Mast as Repairables Issue Point Clerk and member of Disassociation/Re-association Team for working in extreme heat and long hours contributing to successful disassociation and re-association of major assets saving short- and long-term funds on replenishment/replacement guaranteeing readiness for future needs.
- Recognized with Certificate of Commendation for professionalism and spending countless hours perfecting skills needed to be technically and tactically proficient as nuclear, biological and chemical field decontamination team allowing battalion to receive passing grade for operation readiness exercise evaluation.

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## Career Experience

United States Marine Corps, Camp Lejeune, NC 10/1998 – 12/2006  
**Contracting Officer** – Utilize simplified and formal acquisition procedures to purchase materials and services for government use. Currently administer single contract valued at \$35 million.

- Purchase highest quality supplies, merchandise, and non-personal services via open market from commercial and government sources at lowest possible price.
- Prepare purchase orders to solicit bid proposals and review requisitions for goods and services.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and supplier's reputation and history.
- Analyze price proposals, financial reports, and other data and information to determine reasonable prices.
- Monitor and follow applicable laws and regulations including FAR, DFARS, MAPS and NAVSUP.
- Negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Maintain and review computerized or manual records of items purchased, costs, delivery, product performance, and inventories.

**Commodity Support Manager/Supply & Logistics** – Commodity Manager for all incoming and outgoing assets (3,000 commodities valued at \$41 million) in support of II Marine Expeditionary Forces. Acted as functional systems administrator, backed-up ATLAS 2 activities, and managed servers.

TeleCommunity Credit Union, Akron, Ohio 09/1996 – 10/1998  
**Credit Union Teller** - Handled deposits, withdrawals, money orders and cashiers checks. Handled opening and closing of bank.

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## Education/Training

Campbell University, Buies Creek, NC – B.A. in Business Administration anticipated in 2007, GPA 4.0

Defense Acquisition University – Career Field Certified: Contingency Contracting Course – 12/2004, Principles of Contract Pricing Course – 11/2004, Fundamentals of Systems Acquisition Management – 07/2004, Shaping Smart Business Arrangements 06/2004, Fundamentals of Contract Pricing – 05/2004, Basics of Contracting – 04/2003, Simplified Acquisition Procedures – 01/2003

Other Related Courses:

- Supply Administration/Operations Clerk
- Training Management
- Ethics Training-Official Travel
- AT Level 1 Awareness Training
- Purchasing/Contracting Specialist
- Leadership
- Ethics Training-Contractors in the Workplace
- DoD Government Purchase Card Tutorial
- Navy/Marine Corps Purchase Card Training
- Leadership and Administration
- Sgt. Non-Resident Program
- Operational Risk Management
- Navy Purchase Card Training/Certification