






# Sarah Lopez

Government Contractor

## CONTACT

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 United States, Washington, D.C.

## EDUCATION

### Bachelor of Arts in Public Administration

George Washington University,  
Graduated: May 2025

- Relevant Coursework: Government Contracting, Public Budgeting, Federal Acquisition Regulations

### Certifications

- **Federal Acquisition Certification in Contracting (FAC-C)**, December 2023
- **Contract Management Certificate**, October 2023

## PROFESSIONAL SUMMARY

Detail-oriented and highly motivated recent graduate with a passion for government contracting. Seeking an entry-level position as a Government Contract Specialist to leverage academic background in public administration and a foundational understanding of federal procurement processes.

## EXPERIENCE





### Government Contract Intern 2025 - Now Department of Veterans Affairs, Washington, D.C.

- Assist senior contract specialists in drafting and reviewing contract proposals and modifications.
- Support the administration of federal contracts by tracking key milestones and deliverables.
- Help prepare documentation for contract compliance reviews and audits.
- Conduct research on FAR (Federal Acquisition Regulation) updates to ensure contract terms are up-to-date with current laws and policies.

### Contracting Assistant 2025 - 2025 FarFo Consulting, Washington, D.C.

- Supported the procurement team with the preparation of bid packages and solicitation documents.
- Assisted in the maintenance of contract files to ensure compliance with organizational and regulatory standards.
- Participated in meetings with stakeholders to gather and analyze requirements for upcoming contracts.
- Updated and tracked contract status reports for internal use and client communications.

## SKILLS

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|--|---|
| Knowledge of FAR (Federal Acquisition Regulations) |      |
| Contract administration                            |      |
| Proposal writing and evaluation                    |      |
| Bid solicitation and negotiation                   |      |
| Regulatory compliance                              |      |
| Procurement systems (Deltek, SAP)                  |      |
| Excellent written and verbal communication         |      |