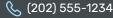


# Sarah Lopez

**Government Contractor** 



#### CONTACT



sarah.lopez@gmail.com

O 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
- · 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**

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	*	*	*	*