

# FREDRICK WATSON

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## CAREER SUMMARY

Accomplished & motivated self-starter with dual skills sets (managerial & analytical). Highly experienced in problem solving at the process & customer level; thorough understanding of the procurement management, contract administration & financial management. Additionally, thoroughly comfortable managing cross-functional teams in highly visible roles solving time sensitive complex issues. Currently seeking opportunities to broaden/enhance business advising & leadership skills.

Skills & Areas of Expertise include...

- Auditing/Reconciliation
  - Price/Cost Analysis
  - Contract Administration
  - Documenting/Record Keeping
  - Claims Processing/Adjudication
  - Visual Information Design
  - Public/Media Relations
  - Project/Program Management
  - Managing a high volume workload
  - Fostering creativity & innovation
  - Executing organizational strategy
  - Exceptionally well organized
  - Windows & Mac OSs proficient
  - Microsoft Word, Excel, PowerPoint, Access & Outlook proficient
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## CAREER EXPERIENCE

### Contracting Specialist/Business Advisor

UNITED STATES AIR FORCE, Offutt Air Force Base, Nebraska, April 2008 – Present

- Award-winning strategic purchasing agent & business advisor, recognized for directing the planning, coordination, & procurement of military assets for the Air Force's #1 operational contracting squadron.
  - Acted as business advisor, buyer, negotiator, & contracting officer while managing & administering contracting functions, holding a \$1M warrant & reallocating \$1.95M in funding. Resulted in continually earning an "outstanding" rating along with numerous awards & accolades as a result of the work performed.
  - Oversaw \$96.2M portfolio by using improved simplified acquisition procedures, negotiations, & other approved methods to surpass goals for providing mission & life sustaining equipment/supplies/facilities/services
  - Led multiple campaigns & organizations from the brink of insolvency resulting in surpassed expectations, increased efficiency & improved processes. As a result, hand selected for special responsibilities based on demonstrations of leadership skills while dramatically boosting overall morale & inspiring future leaders.
  - Highly successful in producing results including initiating, developing, and directing a records management program to sort over 2K contract files resulting in streamlined records administration, over \$500K in loss prevention and push to implement Air Force wide.
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## EDUCATION

**Bachelor of Science in Business** (Cum Laude), January 2012

BELLEVUE UNIVERSITY – Bellevue, Nebraska

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## MAJOR AWARDS, DECORATIONS & HONORS

**Air Force Achievement Medal**, awarded for exemplary service & superior performance (2013).

**Airman of the Year**, selected from a pool of over 4000 Airman as the top Airman at my base in my field (2012)

**Pitsenbarger Award**, awarded for excellence in military service & the pursuit of education (2010)

**American Legion Spirit of Service Award**, recommended for award based on community involvement which earned recognized from the Governor of Nebraska (2013).

**Military Outstanding Volunteer Service Medal**, hand-picked for outstanding volunteer service to the local community above & beyond the duties required as a member of the United States Armed Forces (2013)

*References Available Upon Request*