

Brett Moore

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Objective:

To attain a professional business related position in a challenging field.

Skills/Qualifications:

- Secret security clearance issued by DISCO
- Skills in office automation software including Microsoft Office suite, Access database management, spreadsheet applications, and communication skills as well as Visual Basic, word processing, desktop publishing
- Typing speed: 55 wpm
- IT networking experience

Education:

Bachelor of **Business Administration in Management**
New Mexico State University, Las Cruces, NM May 2009

Academic Experience:

Delta Sigma Pi Professional Business Fraternity (2008)

- Comptroller – duties included inventory management for Fraternity property, debt collection, organization of assets
- Assistant Senior Vice President – duties include administration of recruitment, supervision of committees, participation in formal procedures

Society for Human Resource Management (2008)

- Vice President – duties include recruitment efforts, participation in design committees, attendance incentives

Work Experience:

Contract Specialist (September 2009 – Present)

Mission and Installation Contracting Command – White Sands Missile Range

Responsibilities Include:

- Market Research
- Contract Award

Range Operations Directorate Intern (May 2009 – September 2009)

ATAMIR WSMR - White Sands Missile Range

Responsibilities Included:

- Property Management
- Inventory and assessment of assets

Human Resources Intern (June 2008 – May 2009)

NASA White Sands Test Facility

Responsibilities Included:

- Developing Human Resources process inventory
- Submitting suggestions for process improvement
- Assisting with sustainability program
- Utilizing and improving aspects of records management
- Assisting and researching permit compliance issues

Environmental Intern (January 2004 – May 2008)

NASA White Sands Test Facility

Responsibilities Included:

- Finalization and distribution of correspondence
- Data Entry
- Manipulation and format of official documents
- Research analysis
- Official NASA document formatting
- Records management

Assistant (July 2003 – January 2004)

Holmes Law Office

Responsibilities Included:

- Record keeping
- Client relations