

# ROBERT SMITH

## Sr. Contracting Specialist

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### SUMMARY

To obtain a Contracting Specialist position as a medical office receptionist and become a valuable asset to your healthcare team.

### SKILLS

Microsoft Word - Advanced, Negotiations, FAR & DFAR, Deltek Costpoint, Supervisory Experience, Security Clearance.

### WORK EXPERIENCE

#### Sr. Contracting Specialist

ABC Corporation - 1997 – 2014

- Performs Contracting Acquisition tasks including providing guidance regarding procedures, writing or revising required contract award documents.
- Provides preparation guidance, reviewed and recommended revisions for the "Questionnaire to Determine Type of Contracting Instrument" form which is completed for both contract and FA actions to determine whether the proposed acquisition action should be processed as a contract, grant or cooperative agreement.
- Prepares and processes complex competitive contract solicitations (similar to FA funding opportunity award announcements) with details on submission requirements and deadlines.
- Issues competitive contract solicitation on official government procurement announcement systems.
- Demonstrates exceptional attention to detail and knowledge of acquisition regulations in processing competitive and noncompetitive applications and prepare final award packages for Contractor Officers signature.
- Performs price or cost analysis on submitted acquisition budgets for both competitive and non-competitive acquisition actions and recommends cost options for Contractor Officer consideration in negotiating budget revisions for final award which is similar to the FA budget review process.
- Constrains deadlines especially at yearend, completed final multi-year acquisition awards that have varied in dollar values from \$5K to \$90Million.

#### Contracting Specialist

Delta Corporation - 2009 – 2010

- Primary purchasing agent for supplies and services in support of the second largest hospital in the Air Force Monitored and audited government .
- Purchased Healthcare Providers Services for US Army Medical Centers throughout the US and its territories.
- All contracting responsibilities and duties were the same as specified above under Kelly AFB.
- SD Army National Guard / 1978th Contingency Contracting Team / Rapid City, SD / E-8 Active Duty / Supervisor MAJ Symonds Same duties and .

- and construction requirements.
- Solicited and evaluated offers to execute contractual actions as required.
- Processing agent contract and license requirements; resident and non-residence requirements, license renewals, and funds related to contract and .

## SCHOLASTICS

- Masters of Arts in Management Information Systems - (Webster University)