

Robert Smith

Supervisory Contract Specialist I

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SUMMARY

Knowledge of the government contracting laws and policies including contracting operations, detailed procedures of department and Coast Guard contracting requirements, and familiarity with practices of business and industry sufficient to enable the employee to plan, develop, implement and administer all contractual aspects; to develop innovative contractual language terms and applicability of related contract matters.

SKILLS

MS Office, Product line expansion.

WORK EXPERIENCE

Supervisory Contract Specialist I

ABC Corporation - April 2009 - February 2011

- Served as the procurement and contracting expert and applied/devised innovative solutions to unique contracting and supply problems encountered in 20 plus developing countries throughout Africa.
- Applied new developments and advancements in procurement and supply techniques to improve efficiency and effectiveness of ADF programs.
- Developed long-range plans and forecasts to meet expanding and evolving needs of in-country offices that support grantees.
- Served as the principal advisor to ADF program officials and the senior management cadre in planning and represents the ADF as the contractual authority at meetings.
- Responsible for planning, negotiating, leading and administering complex procurements of goods, systems and services with specialized, state-of-the-art, and critical requirements.
- Developed ADFs procurement policies, standards systems and procedures for proper implementation and compliance with the Federal Acquisition Regulation (FAR), and applicable regulations and guidance.
- Audited and reviewed major acquisitions of similar complexity, presented findings to ADF senior management and recommended corrective actions to the program offices with regard to policy and procedure improvements.

Supervisory Contract Specialist

Delta Corporation - 2006 - 2009

- Supervised the Purchasing Branch of the Supply Department at the Naval Air Station, Joint Reserve Base, Fort Worth, Texas.
- Responsible for all aspects of Contracting and Procurement from initiation to award and contract administration functions for product, supplies, equipment and services.
- Negotiated and executed a number of firm fixed price contracts, labor contracts, cost contracts, time and material contracts, and indefinite delivery-indefinite quantity contracts.
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EDUCATION

Master of Tourism Administration in Event Planning & Management - (The George Washington University Washington - Washington, DC)