

## Objective

Highly-motivated logistician and customer service professional seeking to obtain a position in a positive, fast-paced, and challenging work environment through my professional experience and education.

## Skills

Contracts, Logistics Management, Customer Service.

## Work Experience

### Contracting Specialist III

**ABC Corporation** - August 2015 – August 2015

- Covers both fixed-price and unpriced (not-to-exceed) contracting.
- Analyzes the requirements and recommend revisions as necessary.
- Ensures timely delivery of requirements through the use of special clauses and systematic determinations applicable to certain procurements.
- Purchases of supplies and services using informal competitive bids under the Simplified Acquisition Procurement (SAP) threshold.
- Responsible for the issuance of Request of Quotations (RFQs) and solicitations seeking prospective contractors and subsequent award of contracts to bidders.
- Performs pre-award contracts based on the best overall value to the Government on highly complex and technical medical equipment, supplies, and services.
- Reviews justifications for sole source and other required clearance, and prepares documentation Performs post-award contracts including modifications to reflect administrative changes and supplemental agreements.

### Contracting Specialist

**Delta Corporation** - 2010 – 2015

- Provides contracting and business advisor support for the procurement of worldwide construction requirements Collaborates with internal business .
- Disciplined contract administrator, monitors 20 projects for funding, schedules, invoicing and key milestones Creates contract milestones and tracks .
- All tasks orders awarded on-time with zero lapse in service Assisted customer in defining requirement documents, eliminated excess restrictive .
- Review and process new agency contracts Appoint agents, run backgrounds and collect licensing fees Process all E&O renewals Add products to existing .
- Was responsible for several multi-million dollar contracts for the Air Force.
- As well as all the research and vendor interviews, sealed bid openings, commodity procurement for the 97th bombardment wing.
- Answered inbound calls and provided excellent customer service to clients.

## Education

Master in Business Administration - 2015(Saint Leo University)