

ROBERT SMITH

Associate Supervisory Contract Specialist I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Currently, a project management graduate candidate with ten (10) plus years of purchasing and procurement experience within the military mission support arena. Superior history of using technological solutions to coordinate procurement of supply over a dispersed geographical area: and to guarantee just-in-time arrival of goods and services. Strong focus on building and maintaining close ties with suppliers, customers, and clients. Proven negotiation ability and highly skilled technical expertise in acquisition management.

CORE COMPETENCIES

Purchasing Manager, Logistics Management, Buyer, Financial Manager, Budget Analyst, Military Leadership.

PROFESSIONAL EXPERIENCE

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ABC Corporation - December 2007 – July 2014

Key Deliverables:

- Guided a staff of 5 buyers to support Coast Guard Headquarters Programs and Activities.
- Completed INCONUS procurements for sourcing and procurement of materials, equipment, and services to fulfill customer needs.
- Used complex procurement databases to support status on all requisitions.
- Administered \$24M in purchase orders that equated to 4500 line items annually.
- Administered and supervised the simplified acquisition activity, including workflow and workload management and analysis.
- Interpretation of purchasing issues in accordance with laws and regulations.
- Managed the accuracy of the federal procurement data systems.

Supervisory Contract Specialist

Delta Corporation - 2006 – 2007

Key Deliverables:

- Manage federal contracting operations to procure services, commodities, construction and A/E services necessary to support of the missions of the Kentucky National Guard and the National Guard Material Management Center.
- Establish local contracting policy and procedures consistent with legal and regulatory requirements.
- Develop strategies to meet established socio-economic goals.
- Work with internal customers to define requirements, develop acquisition plans and execute contracts that provide the best value to the government.
- Manage contracts to ensure successful completion.

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- Lead negotiations to establish contract terms, achieve equitable resolution of claims and to resolve protests.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

Master's in Management (minor in Project Management) - 2015(Strayer University University - Alexandria, VA)

