

# ROBERT SMITH

## Contracting Specialist I

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Seeking a Contracting Specialist position as an EPIC Credentialed Trainer that will assist a Health System to reach its EMR implementation goals. Credentialed: EPIC ClinDoc and EPIC ASAP.

## EXPERIENCE

### Contracting Specialist I

#### ABC Corporation - DECEMBER 2012 - JANUARY 2015

- Identified & resolved business and contract issues supporting elements/program office mission as it contributed to the integration and implementation of the BMDS.
- Planned, organized and prioritized own work activities to deliver the objective in a timely and effective manner, making adjustments to respond to changing situations and anticipating and overcoming difficult obstacles as necessary.
- Exercised prudent judgment in recommending course(s) of action to be pursued, and necessity of soliciting assistance or coordinating contract issues decisions with divisional contracting director, MDA Director of Contracting and subject matter experts, as necessary.
- Conducted procurements and developed plans to accomplish procurement milestones in a timely manner.
- Demonstrated a commitment to develop strategies to resolve problems without impacting the mission.
- Developed and implemented corrective action as required to mitigate errors.
- Assisted higher graded specialist in preparation and assembly of material/information for briefings regarding the status of contracts.

### Contracting Specialist

#### Delta Corporation - 2008 - 2012

- Improved synergy in the Statistical Research Division to put contracts in place with non-government vendors Negotiated contractors and Census Bureau .
- Salary 60,500.00 USD Per Year Hours per week 40.
- Roofing painting,manicuring lawns and trees, plumbing,brick laying, as well as any other task the job called required.
- While working at D&K contracting I established strong interpersonal skills that allowed me to be able to form close bonds with my co-workers and boss.
- Skills Used While at D&K the skills I was required to show were, Eagerness to show up for work, flexibility, friendliness, dependency, honesty, hard .

- Missouri Procurement Technical Assistance Centers.
- Researches and resolves elevated and complex provider service issues and conducts negotiations for solutions with internal and external customers .

## **EDUCATION**

- BS in Business Management - 2008(Athens State University - Athens, AL)

## **SKILLS**

Excellent Interpersonal And Organizational.