

Associate Supervisory Contract Specialist

ROBERT SMITH

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Objective

Specialized experience is directly related experience that included substantial involvement with a correctional program and provided a thorough knowledge of correctional techniques, or experience in meeting and dealing with people that demonstrated the ability to work effectively with inmates and associates in a correctional environment.

Skills

Budgeting expertise, Effective Communication Skills.

Work Experience

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ABC Corporation - December 2007 – May 2014

- Served as the Chief of the Acquisition and Contracts Management Section.
- Included the management of a large multi-disciplinary staff responsible for the purchase of supplies, services and construction contracts that support customers in Kansas City Kansas (Region 7) and Seattle Washington (Region 10).
- Supplied include the gamut of equipment, furniture and IT and all other supplies necessary to support the EPA customer.
- Serviced range from routine logistical support to complex superfund projects inclusive of remediation and contamination site cleanup.
- Managed several Emergency contracts that are used to support natural catastrophes.
- Developed and implemented strategies to ensure attainment of each of the socio economic small business goals.
- Contracted portfolio was valued at approximately 900 million inclusive of available options.

Supervisory Contract Specialist

Delta Corporation - 2003 – 2007

- The purpose of the pilot was to help offset the high volume of work experienced by the IT Center due to retirements, reassignments and competition for resources.
- The IT Center negotiates and awards IT multiple award schedule contracts and perform post award on a high volume of contracts.
- The success of the pilot was crucial to the Kansas City region as there has been a decrease in work for the Assisted Services Division of GSA.
- A successful pilot provided the opportunity for a permanent division to be established in Kansas City.
- My duties under the pilot included developing protocols and processes to achieve a highly effective, compliant and organized workgroup.
- The pilot was determined an outstanding success.
- The team has completed a high volume of work which has more than rivaled the combined efforts of the 6 teams in Crystal City.

Education

Masters of Acquisition Management - (American Graduate University)