

ROBERT SMITH

Asst. Contracting Specialist

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To provide quality customer service by utilizing extensive computer and relationship skills in a progressive office setting.

MARCH 2000 - FEBRUARY 2007

ASST. CONTRACTING SPECIALIST - ABC CORPORATION

- Reviewed purchase requests and specifications for accuracy/adequacy to allow for the maximum award competition.
- Included the administration of several IDIQ contracts operations and maintenance contracts that includes identifying those services that can be purchased through the Government Purchase Card Program.
- Conducted training on Service Contracts, Quality Assurance and Customer Care programs.
- Prepared and administered the full range of requirements for supplies and services contracts in various demanding stock classes, purchasing everything from office supplies to special industrial equipment.
- Specialized flight specialists dealing with unusual and special services acquisitions.
- Exercised supervisory authority and responsibility as well as the administrative and personnel management functions relative to the staff supervised.
- Provided advisory and hands-on assistance in developing/revising technical specifications, Performance Work Statements, Statements of Work, Statements of Objectives, Quality Assurance surveillance Plans, and Performance Requirements Summary, and QA checklists.

1995 - 2000

CONTRACTING SPECIALIST - DELTA CORPORATION

- Prepared Bid Invitations packets for sub-contractors for residential, commercial, and government jobs.
- Developed the O&M Data Manuals for closeout of each government job.
- Prepared the Marketing Portfolios and built a Sub-Contract Data Base (in Microsoft Access).
- Responsible for determining contracting method and made vendor selections based on competitive purchase procedures.
- Performed Follow-up and Quality Assurance as needed on procurements.
- Appointed Program Coordinator responsible for 350+ Gov.
- Purchase Card Accounts for Los Angeles Air Force Base, CA (LAAFB) worth an estimated budget of \$6 Million dollars Provided initial GPC four hour .

EDUCATION

Bachelor of Arts in Business Administration - February 2009(Ashford University - Clinton, IA)

SKILLS

Administrative Support, Sales, Adobe Photoshop.