

ROBERT SMITH

Supervisory Contract Specialist III

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SUMMARY

Highly qualified Supervisory Contract Specialist with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and would excel in the collaborative environment on which your company prides itself.

SKILLS

WORK EXPERIENCE

Supervisory Contract Specialist III

DCMA - November 2011 – 2020

- Responsible for planning, supervising, managing and leading activities of employees associated with contract post award administration, pricing and negotiation, contract payment and funding, and contract closeout.
- Responsible for ensuring consistent application of policies and procedures across the team for assigned processes/areas of expertise.
- Supervisory duties included workload assignments, on-the-job training, acceptability of work products, and annual review of subordinates.
- Represented the team on various ad hoc groups, committees and boards on matters pertaining to personnel, resources, budget and organization.
- Negotiated counter offers and rebuttals where subordinates cannot reach agreement and collaborated with senior management to convey findings and departmental procedures.
- Reviewed proposed solicitations and awards, led negotiations for major problem transactions, arbitrating and resolving differences.
- Responsible for administering the proper application of procurement laws, rules, regulations, decisions, and other directives and sound business judgment on all contractual actions.

Supervisory Contract Specialist

Delta Corporation - 2006 – 2011

- Naval Air Station North Island, CA From June 2008 to November 2011 Supervisory Contract Specialist (this is a federal job - Series GS- 1102-13) Head, Contracting Division.
- Led/supervised two-three (2-3) Contracting Officers (GS-1102-12), five-six (5-6) Contract Surveillance GS-343-06).
- Performed all duties and responsibilities of a warranted Contracting Officer.
- Senior staff expert responsible for formulation of procurement policy and subsequent review and implementation.
- Conducted studies and makes recommendations to management regarding current and future year budget execution.

- Provided oversight and guidance to Contract Specialists, the Contract Surveillance Representatives, and to Department personnel in cost estimating and budget execution.
- Performed acquisition policy reviewed and carried out effective acquisition planning and contract cost management.

SCHOLASTICS

- Master's in Health Services Management - (Webster University - St. Louis, MO)