

ROBERT SMITH

Associate Contracting Specialist

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

SUMMARY

Diligent business professional who is committed to achieving goals in a busy work environment is seeking a parttime position.

CORE COMPETENCIES

Procurement, Inventory Management, Oracle, SAP, Lawson, Cognos, Asset Suites.

PROFESSIONAL EXPERIENCE

Associate Contracting Specialist

Aerotek - Bonneville Power Administration - May 2014 – 2020

Key Deliverables:

- Review and/or edit contract drafts.
- Research legal, contract information, company information, etc.
- Draft communication / letters (e.g.correspondence to vendors, internal email, etc.).
- Provide assistance on Requests for Proposal (RFP) documentation.
- Assist in developing master agreements/releases.
- Assist in Contract closeout documentation.
- Perform price and cost analysis and make recommendations based upon that analysis.

Contracting Specialist

Delta Corporation - 2009 – 2014

Key Deliverables:

- Health and Population (OHP) from 2009-2010;.
- particularly, negotiated and awarded grants and cooperative agreements under the Annual Program Statement (USAID-Egypt-263-11-005 and 263-11-006-.
- Provided Procurement back stop to USAID/Yemen from 2004-2007, with all its offices - Agriculture, Education, Democracy and Governance, and Health.
- In addition, participated in telephone conferencing and meetings including regional travel to provide three weeks TDY support to the Yemen Mission.
- Secretary to Asset Specialist Promoted to Contracting Specialist (Brokerage, Appraisals, BPO, and Maintenance) Duties Secretary to Asset Specialist.
- Created and maintained weekly and monthly reports for all contracting Specialists, per RTC policies.
- Universal Savings and Loan, RTC Consolidated) Reason for Leaving Transferred to Consolidated for final contracting needed on properties and when RTC .

EDUCATION

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Bachelor of Arts in Business Administration - (Portland State University - Portland, OR)

