

ROBERT SMITH

Sr. Contracting Specialist

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

SUMMARY

To obtain a full-time position with a company that will utilize a dependable and hardworking attitude. Served in the military and have a strong work ethic and have excellent attention to detail.

CORE COMPETENCIES

CSR, Administrative Assistant, Clerical.

PROFESSIONAL EXPERIENCE

Sr. Contracting Specialist

ABC Corporation - August 2010 – November 2012

Key Deliverables:

- Manages, performs, and administers contracting functions for commodities, services, and construction using simplified acquisition procedures, negotiation, and other approved methods.
- Uses automated contracting systems to prepare, process, and analyze transactions and products.
- Acts as business advisor, buyer, negotiator, administrator, and contracting officer.
- Supports all functions of contingency operations.
- Duties and Responsibilities 2.1.
- Advises government and contractor personnel on contracting related issues.
- Obtains data on marketing trends, supply sources, and trade information.

Contracting Specialist

Delta Corporation - 2007 – 2010

Key Deliverables:

- Pursued and proactively contracted individual or corporate entities based on requests of drug manufacturers and negotiated patient/nurse visit rates .
- Oversaw annual acquisition of \$132 million in logistical and operational support goods and services Led team to plan and execute vital evacuation and .
- Reviewed procurement packages received from technical personnel for accuracy and completeness Issued competitive request for proposals to contractors .
- Administrative Assistant to Managing Partner Responsibilities Preparing employment contracts for all new agents and agent employees Specialist in .
- Assisting Managing Partner will scheduling interviews, meetings and conference calls Maintenance of all terminated agent and employee files Assisting .
- Answered inbound calls and provided excellent customer service to clients.
- Processed agents contracts with great attention to detail.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420

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- Vocational - (Defense Acquisition University)