

Contracting Specialist

ROBERT SMITH

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Objective

Reimbursement, Contract Negotiations and Audit/Reconciliation for Health Plans, Networks, Multi-Practices, and Billing Departments with an emphasis on leadership and growth.

Skills

Data Entry, Data Management.

Work Experience

Contracting Specialist

Department Of Defense - October 2009 - 2020

- Gains an understanding of procurement and contracts.
- Organizes contract files learned about the different types of contracts, contract management, and the basics of the procurement process.
- Delves deeper into the contracting world by performing pre-award, award, post-award and administrative contract duties ranging from cradle to grave tasks.
- Includes both new units and repair procurements under the Simplified Acquisition Threshold for major weapon systems.
- Supports the Navy Fleet and supply system have solicited requests for quotes, negotiated for fair and reasonable pricing, and have justified many award actions.
- Uses both the online and hardcopy version of the Federal Acquisition Regulation (FAR) guide to help me make correct decisions regarding my contracts as well as requests from contractors.
- Changes in regulations such as FAR, DFAR, DPAP, and IPPMs, due to acquisition reform which affects our procurements.

Contracting Specialist

Delta Corporation - 2004 - 2009

- Responsible for working collaboratively with the VP, Provider Services, the Contracting Specialist carries out all network development and contract .
- These actives include Strategic network development, network analysis, initial provider recruitment, provide re-contracting, and contract management.
- The Contracting Specialist will be responsible for completion of reporting and maintaining a comprehensive network.
- Review the financial impact of new provider contracts; analyze impact of change in existing provider contracts.
- Contracting specialist with the responsibilities to make the purchases over \$3,000 for all the units on base, and to monitor all purchases under \$3,.
- Have been involved with millions of dollars of spending I was trained with the military laws of acquisitions.
- Administered \$2.5 million worth of contracts necessary to base operations Obtained data on marketing trends, supply sources, and trade information .

Education

Master's in Business Administration - 2012(Elizabethtown College - Elizabethtown, KY)