

# Robert Smith

## Assistant Supervisory Contract Specialist

### CONTACT DETAILS

1737 Marshville Road,  
Alabama  
(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Business operations  
organization, New  
product delivery.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## PERSONAL STATEMENT

Knowledge of market sufficient to identify potential contractors and to evaluate bids or proposals for responsiveness, Knowledge and proficiency in utilizing procurement information systems in order to execute work assignments.

## WORK EXPERIENCE

### **Assistant Supervisory Contract Specialist** **USDS-APHIS - March 2008 - 2020**

#### *Responsibilities:*

- Serves as Specialized Contracting Branch Chief for Information Technology and Construction.
- Currently supervises nine personnel throughout the United States for the United States Department of Agriculture, specifically the Animal Plant Health Inspection Service (APHIS).
- Responsible for personnel issues, workload management, budget, and training for a team of seven contract specialist and two procurement technicians.
- Currently reviews and approves contracting actions of team members.
- Responsible for cradle to grave, to include all pre-award and post-award functions, and other administrative actions on firm fixed price orders within the two areas service.
- Contracts are normally within the Continental United States; however there are a few for overseas locations.
- Notes for making the difference in the IT Branch; instrumental in changing the branches perception by its customers.

### **Supervisory Contract Specialist** **Delta Corporation - 2005 - 2008**

#### *Responsibilities:*

- 6900 Georgia Avenue, NW, DC United States 10/2005 - 12/2005 Salary 79,766.00 USD Per Year Hours per week 40 Pay Plan NH Grade 2-3 Supervisory Contract Specialist (This is a federal job) Duties, Accomplishments and Related Skills Responsible for the WRAMC Contracting Branch with overall responsibility for 10 employees (military and civilian).
- Effectively planed and organized the workload for members within his branch.
- Performed work associated with the procurement of supplies and services for WRAMC.
- Reviewed finished contractual documents for justification, adequacy, and conformance to the Federal Acquisition Regulation (FAR), the Department of Defense Federal Acquisition Regulation (DFARS), and Army FAR supplements.
- Executed contractual documents on behalf of the government.
- Regularly met with suppliers or their representatives to effectively

- negotiate prices, delivery dates, specifications, or similar matters.
- Monitored progress schedules and reports for compliance with completion dates in the delivery order/contract and issues extensions as needed.

## **Education**

Master's in Leadership & Administration - (State University of New York at Plattsburgh Plattsburgh - Plattsburgh, NY)