

Robert Smith

Lead Contracting Specialist

PERSONAL STATEMENT

Over 10 years' experience working with Microsoft Office. Fast learner with a wide range of skills including multi-tasking, time management, and excellent verbal and written communication. Detail-oriented, adaptable, and reliable. Able to provide employers with administrative and accounting support.

WORK EXPERIENCE

Lead Contracting Specialist

ABC Corporation - November 2005 - November 2012

Responsibilities:

- Handled procurement requests from purchasing automated system (PR Builder).
- Consolidated requests for procurement for best prices to efficiently.
- Processes purchasing requests from customers including Housing, Computer Services, Telephone Office, Food Service, Chapel, Fire Department, Safety, and Comptroller.
- Consolidated requests for procurement for best prices to efficiently research products totaling a budget of \$8.5million.
- Coordinated with vendors on product availability, price and company background.
- Prepared Fixed-price contracts by negotiated terms and agreements.
- Performed contracting actions for technical and complex requirements received in the Purchase Division.

Contracting Specialist

Delta Corporation - 2003 - 2005

Responsibilities:

- Active Duty Jul 2006 - Aug 2008 Provided full range, cradle to grave/beginning to end, acquisition and contract administration/management support.
- Purchased equipment, supplies, and services as part of the base acquisitions team through FBO and GSA eBuy Conducted IT purchases ranging from below .
- Overseeing all contracts from cradle to grave.
- GS-12, Munitions Sustainment, Maverick Missile Program.
- Reason for Leaving Promotion/Intern rotation Administration Advised 75th Air Base Wing with sound business acquisition procedures and methodologies .
- Upon return family had a permanent change of station to Fort Leavenworth, KS for a 1.5 year assignment.
- During this time I completed a Masters in Business Administration with Information Technology emphasis from Ashford University.

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Microsoft Office,
Computer Technologies,
Troubleshooting,
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor of Business Studies in Management - (Dallas Baptist University - Dallas, TX)