

ROBERT SMITH

Assistant Supervisory Contract Specialist I

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Experience in conducting contract compliance reviews for contracts, conducting assessment of level of contract compliance, determining the degree of risk, testing the adequacy of controls, and based on findings develop and implement methods to improve contractor performance.

JANUARY 2009 - MAY 2013

ASSISTANT SUPERVISORY CONTRACT SPECIALIST I - ABC CORPORATION

- Supervisory Contracted Specialist Supervisor Derek Beavers (202-402-5082) Okay to contact this Supervisor Yes was the Division Director for the GNMA Support Division, trillion dollar portfolio.
- Provided leadership and management support for the GNMA organization within.
- Provided procurement expertise and guidance to Single Family, Asset Sales and Manufactured Housing.
- Supervised subordinate employees.
- Assigned and reviewed work in accordance with the Federal Acquisition Regulation, HUD Department regulations, policies and procedures.
- Responsible for the largest and most critical procurement for the Department; namely, Marketing and Management III (MMIII); yielding a 16-0 protest record.
- Represented for the Associate Chief on matters within her cognizance and performed in this capacity in her absence.

2008 - 2009

SUPERVISORY CONTRACT SPECIALIST - DELTA CORPORATION

- Greenbelt, MD United States Hours per week 40 Pay Plan GS Grade 14 Supervisory Contract Specialist (This is a federal job) Supervisor Leigh Anne Giraldi (301-286-3616) Okay to contact this Supervisor Yes Provided leadership and project management skills in the Headquarters Procurement Office as a Supervisory Contract Specialist, Procurement Manager.
- Along with another manager provided full range of supervisory responsibilities for the operations of grants (financial assistance) and contracts of 36 personnel providing institutional support for multiple major programs with the highest visibility and importance to the Headquarters organization for all major procurement activities to include Source Evaluation Boards and Award Fee Boards for major acquisitions with considerable complexity and potential acquisition and business risks as well as simplified acquisitions, coordinating the planning, processing, and administration of all procurement actions including contract inception through contract closeout, defining critical need dates.

- Served as a business advisor to my customer community, which included internal as well as external customers.
- My duties included providing oversight and technical direction; review and approval of grant and contract documentation from acquisition planning through contract close-out.
- My supervisory duties included training, counseling on issues such as conduct, leave management, time and attendance, workload management, sexual harassment; writing performance appraisals, approval of time and attendance and personnel actions.
- As a supervisor, I furthered the goals of equal employment opportunities and diversity by taking positive steps to support the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employment practices in all areas under my supervision.
- Further, on the Client Management Center procurement, I was successful with an additional protest while the OGC recommended corrective action.

EDUCATION

Certificate in Technical or Occupational - (The George Washington University Washington - Washington, DC)

SKILLS

Small business development, Problem Solving Skills.