ROBERT SMITH

Acquisition Specialist I

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An experienced Acquisition Specialist is now seeking to obtain a responsible position where one can help the organization grow in value utilizing experience, capabilities, and abilities.

EXPERIENCE

Acquisition Specialist I

ABC Corporation - MARCH 2012 – DECEMBER 2014

- Supported CSR in the review of contract modifications and funding.
- Analyzed modification requests, statements of work and invoices.
- Reviewed and provided comments to the program manager on the monthly program and financial review documents prior to meetings with the vendor.
- Analyzed and documented the process for invoice tracking and task order modifications for potential process improvements.
- Lead the review process of the vendors semi-annual incentive fee and drafted communication for the program manager to internal staff and vendor program leadership.
- Searched for local real estate investment opportunities online.
- Inspected residential properties to assess repair costs.

Acquisition Specialist

ABC Corporation - 2009 – 2012

- Researched and analyzed home cleaning competitor market to devise product category.
- The managed the product life cycle for the home cleaning division.
- Slashed home cleaning job fulfillment response time by 75%.
- Partnered with HR to develop a recruiting strategy for a home cleaning business and exceeded the goal by 10%.
- Exceeded performance for six consecutive months in acquisition sales.
- Examined market and devised effective pricing for the home cleaning category during the initial product launch.
- Led the onboarding process for home cleaning professionals during the mobile app launch.

EDUCATION

- Master's Certificate in Government Contracts - (George Washington University - Washington, DC)

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SKILLS

Data Entry, Data Analysis, Researching Deeds, MS Office Suite.