



SOPHIA BROWN

Acquisition Specialist

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Dynamic Acquisition Specialist with 7 years of experience in formulating and implementing procurement strategies that drive efficiency and cost savings. Adept at managing complex contracts and fostering robust vendor relationships, I ensure compliance with regulatory standards while aligning with organizational goals. My passion for optimizing acquisition processes leads to sustainable growth and enhanced stakeholder engagement.

WORK EXPERIENCE

Acquisition Specialist

📅 Jan / 2021-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Conduct comprehensive procurement planning and execute contract management functions to support global agency programs.
2. Utilize sound judgment to organize and direct contractual aspects of programs, ensuring alignment with objectives.
3. Report on project and contract statuses to senior officials and program managers, providing actionable insights.
4. Develop acquisition guidance materials for Technical Points of Contact and Contracting Officer Representatives.
5. Communicate acquisition logistics effectively to achieve organizational milestones and meet tight deadlines.
6. Conduct detailed research to provide acquisition support, mitigating risks in cost, schedule, and performance.
7. Ensure compliance with FAR and DFAR regulations during contract negotiations, securing fair pricing for goods and services.

Acquisition Specialist

📅 Jan / 2018-Jan / 2021

Crescent Moon Design

📍 Portland, OR

1. Managed troubleshooting of onboard systems and in-sea equipment failures, ensuring operational reliability.
2. Oversaw the operation of acquisition systems utilized on seismic vessels, enhancing data collection accuracy.
3. Performed quality control for both online and offline acquisition data to maintain high standards.
4. Led deployment and recovery efforts for in-sea equipment and cables, ensuring safety and efficiency.
5. Reviewed and developed Local Work Instructions to standardize operational procedures.
6. Actively participated as a member of the Loss Prevention Team, adhering to health and safety guidelines.

EDUCATION

Master of Business Administration

📅 Jan / 2015-Jan / 2018

University of Texas

📍 Santa Monica, CA

Focused on procurement and supply chain management principles.

SKILLS

Team Leadership



Procurement Software Proficiency



Contract Documentation Management



Vendor Relationship Management



Presentation Skills



INTERESTS

🎧 Podcasts

🌐 Language Learning

🎵 Dancing

🚴 Cycling

STRENGTHS

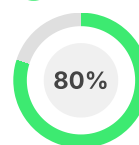
🔑 Intuition

👥 Leadership

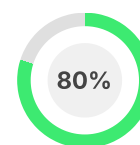
🔄 Listening

👤 Mentorship

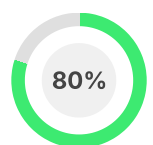
LANGUAGES



English



Japanese



Arabic

ACHIEVEMENTS

🌟 Reduced procurement costs by 15% through strategic vendor negotiations.

🌟 Streamlined contract management processes, improving efficiency by 25%.