Contract Management Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

Advising recurring activities prior to a solicitation on the use of fixed-price and cost-type contracting, processing unsolicited proposals, multiple awards, award fees, and special provisions, and also Conducting post-award conferences with contractor and government personnel to ensure all parties understand contractual requirements and provisions.

Skills

Microsoft Office, Sap, Supervisory, Communication Skills.

Work Experience

Contract Management Specialist

ABC Corporation - June 2004 – January 2005

- Participated in the development, implementation and administration of policies and procedures relative to the contract process.
- Coordinated the efforts of staff and other divisions in the conversion to new and innovative approaches to contracting.
- Worked with program staff from the Division of Income Maintenance and the Office of Human Resources Development, The Rensselaerville Institute, and other parties as necessary to develop outcome focussed contracts for the Food Stamp Outreach Campaign and select OHRD projects.
- Supervised staff to ensure that assigned work is understood and completed; staff is utilized effectively and as necessary to complete required tasks.
- Directed and participated in the review, development and evaluation of Concept Papers, RFPs and Cost Proposal Evaluations to ensure financial and contractual requirements are incorporated and proper evaluation criteria has been established and maintained.
- Participated and assisted staff members in contract negotiation and contract development as needed to achieve a mutually agreed upon document which is contractually sound and complete.
- Monitored the processing of contracts and expenditure documents to ensure timeliness and accuracy.

Contract Management Specialist

Delta Corporation - 2003 – 2004

- Duties are to ensure accurate reimbursement through automated management of complex contracts.
- Calculate and reconcile expected payments for more effective communications with insurance carriers.
- Process the no expected payment and variance reports.
- Contact the hospital on issues regarding contracts and their rate of payments.
- Supervisor Karen Lopiccolo-Barnish - 518-372-8396.
- Rensselaer, New York Same duties as Associate Accountant - see below.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

- Aid in the organization of weekly Contractor Orientation; Provide excellent customer service to outside vendors; Manage various mailboxes.

Education

B.B.A. In Accounting

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**