Robert Smith

Contract Manager II

CONTACT DETAILS

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PERSONAL STATEMENT

To continue a career in the MRI field, as a certified MRI Technologist, utilizing my experience, skills, and the highest level of care and compassion to consistently perform smooth and accurate studies, ensuring patients have the best experience possible.

WORK EXPERIENCE

Contract Manager II

ABC Corporation - 2007 – 2009

Responsibilities:

- Managed multi-million dollar sub-contract to the US DHS Immigration and Custom Enforcement.
- Supervised over 100 Aviation Security Officers (ASOs).
- Developed and implemented mandatory training programs to include; international flight safety, boarding and international deplaning regulations.
- Continually monitored project for contract compliance; to ensure contract requirements were met.
- Conducted site surveys verifying site supervisor reports match actual operational performance.
- Monitored overtime percentages to ensure profit margins remained as bid.
- Selected Accomplishments include Managed $60M budget to Charter Services, Inc.

Contract Manager

Defender Services - 2002 – 2007

Responsibilities:

- Maintains staff by recruiting, selecting, orienting, and training employees.
- Communicate regularly with other managers, foreman, and other designated contacts within the organization.
- Managed injury reports, and FMLA.
- Processed hours and calculations.
- Established security measures to make sure everything was secure.
- Manages 29 employees.
- Designates shift and area work assignments for custodians and lead personnel; interprets contract; conducts training programs for custodians; implements new procedures and policies..

Education

SKILLS

Contract Management, Warehousing, Hilo Driver, Supervisor, Proficient In Microsoft Office, proficient in all aspects of custodial work.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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