

ALEXANDER SCOTT

Contracting Officer Specialist

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PROFESSIONAL SUMMARY

Accomplished Contracting Officer Specialist with over 7 years of extensive experience in federal procurement and contract management. Expert in negotiating contracts, ensuring adherence to regulations, and developing strategic acquisition plans. Passionate about leveraging analytical skills to enhance procurement efficiency and drive organizational success.

WORK EXPERIENCE

Contracting Officer Specialist

📅 Feb / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Managed contracts for various equipment, supplies, services, and construction projects, ranging from simple to complex.
2. Handled Fixed-Price, Revenue Generating, Individual Service, and Concessionaire contracts.
3. Ensured compliance with Nonappropriated Funds and certified fund availability.
4. Developed procurement plans and determined contract strategies.
5. Conducted risk analyses and formulated strategic actions.
6. Issued requests for information, quotes, and proposals.
7. Evaluated contractor responses and negotiated contract terms and pricing.

Contracting Officer

📅 Feb / 2018-Feb / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Collaborated with program managers to define and communicate contract requirements effectively.
2. Reviewed and analyzed proposals, conducting cost and price analyses.
3. Executed contractual actions including requirements contracts, purchase orders, and agreements.
4. Participated in evaluations for multiple award fee determinations and source selections.
5. Maintained a comprehensive understanding of federal policies and contract law.
6. Provided guidance on compliance with regulations and executive orders.

EDUCATION

Bachelor of Science in Business Administration

📅 Feb / 2015-Feb / 2018

University of Washington

📍 Seattle, WA

Focused on procurement and contract management principles.

SKILLS

Contract Drafting

Contract Document
Preparation

Technical Writing

Data Analysis And Reporting

ACHIEVEMENTS

- 🌟 Successfully negotiated contracts valued at over \$5 million, achieving cost savings of 15%.
- 🌟 Developed a comprehensive procurement plan that reduced acquisition cycle time by 20%.
- 🌟 Achieved 100% compliance with federal regulations during audits and assessments.