

# ROBERT SMITH

## Junior Contracts Manager

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Federal contracts professional with demonstrated leadership supporting short- and long-term operational goals through effective coordination and organizational skills.

**JUNE 2008 - JULY 2010**

### **JUNIOR CONTRACTS MANAGER - ABC CORPORATION**

- First-level supervisor and senior advisory on matters pertaining to day-to-day operations and the full life cycle of contracting from planning, execution to contract administration supporting core mission functions.
- Manages the formulation of contract policies, procedures, methods, operating practices, and performance standards for division/product areas and programs.
- Responsible for bids that may require integrating proposals from subcontractors and other potential vendors.
- Responsible for the employment, training, motivation and evaluation of assigned employees.
- Facilitates effective implementation of contract responsibilities within program objectives and requirements.
- Manages and administers the company contracts by overseeing proposal preparation and contract negotiation.
- Reviews and resolves all issues effecting company compliance and ensures satisfaction of legal requirements, company, and customer objectives.

**2007 - 2008**

### **CONTRACTS MANAGER - ABC CORPORATION**

- Business Major Real Estate Experience Property Investments Owned a duplex (two-family) and 2 single family homes GC for New Construction 2400 sq ft Single family Responsibilities Coordinate, oversee all real estate management, maintenance, development,.
- GC Responsibilities Analyze and obtain financing for building project; research and negotiate for land acquisition; obtained all mandatory building permits for plumbing; interpret blueprints for property; scheduled required approvals for city water/sewer;.
- Small Business Property Preservation Company Services Debris Removal; before/after photos; trash removal, re-key/lock changes; yard service, hazmat removal; foreclosure/occupancy inspections; janitorial/clean-out services; itemized condition reports; insurance and risk assessment inspections; and lot inspections.
- Notary Services Signing Agent for mortgage closings and mobile notary services Professional and Corporate Experience NeuStar, Inc., Sterling, Virginia Contracts

Manager October, 2012 to November, 2015 Draft, negotiate, analyze and interpret complex commercial contracts in coordination with sales, procurement, legal, product development/marketing, finance/accounting, and operations teams.

- Develop and manage processes and procedures for contract review and compliance Review and interpret commercial contract terms and conditions in response to Neustar stakeholders (e.g.
- Finance, operations, customer support) Coordinate with the Contract Administration Team with respect to all aspects of the contracting process Provide general support for the commercial contracts team in the data services, marketing and analytics teams relating to data capture, sales operation coordination, approval and compliance review.
- Responsible for analyzing and interpreting contracts, correspondence, relevant laws and governmental regulations Consistently exhibit strong background handling contracts and other legal documents High level of written and verbal communication, interpersonal, and customer relations skills Demonstrate ability to multitask and prioritize activities according to requests and deadlines.

## **EDUCATION**

## **SKILLS**

Contract Management, Contract Negotiation, Contracts Federal.