

ROBERT SMITH

Lead Contracts Specialist

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Obtain a position at where can maximize knowledge of cutting-edge technology, finance, bookkeeping, customer service, program development, and training experience.

CORE COMPETENCIES

Technical Skills, MS-Office.

PROFESSIONAL EXPERIENCE

Lead Contracts Specialist

ABC Corporation - March 2000 – October 2003

Key Deliverables:

- Customer service Audit government contractual license, support, education & consulting revenue under GSA contract.
- Calculate and report fees to respective agencies.
- Submit check requests to A/P Calculate and submit journal entries to the general ledger for respective cost centers.
- Administer all correspondence to internal departments and external agencies.
- Update project managers on all quality assurance issues.
- Streamline all Oracle production applications workflow for each contractual set-up and requirement.
- Exercise company policy and procedures per contractual agreement.

Contracts Specialist

ABC Corporation - 1998 – 2000

Key Deliverables:

- 40 hours/week CH2M Hill Academy Services, LLC - USAFA, CO Contracts Clerk support to Program Management team of multi-million dollar DOD service contract for USAFA with six option years.
- Prepared recurring and nonrecurring executive correspondence, reports, and other professional documents utilizing information obtained from multiple sources Prepared and processed documents for review and signature by the Program Manager Responsible for.
- Responsible for the receipt, review, approval and distribution of Davis Bacon Act certified payrolls.
- Manage calendar of deliverables and ensure all employees are working to applicable schedule.
- Review contract modifications received from customer for accuracy and enter revised values into Cost Point.
- Responsible for monitoring contract progress and compliance, ensuring all contract deliverables have been met and monitoring upcoming period of

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performance expirations, alerting Program Management team of same and, if necessary, requesting period of performance extensions.

- Daily contact with government contracting officer regarding status of contract work orders, necessary modifications, and general progress of the contract..

EDUCATION

English - 1994(San Jose State University - San Jose, CA)

