

## Director of Contracting

# ROBERT SMITH

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## Objective

Proven leader with over 28 years of experience in managing and leading organizations, operational planning, and task execution. Experienced in Contract Administration and Management and building high-performing, goal-oriented teams that are capable of developing innovative, useful solutions and implementing those solutions.

## Skills

Microsoft PowerPoint, MAC OS, Apple IOS.

## Work Experience

### Director of Contracting

**ABC Corporation** - 2012 – 2020

- Work Experienced and Training Program Integrator, Defense Contract Management Agency, Oshkosh, WI Team Chief & Contracting Officer, XVIII Airborne Corps Contracting, Ft.
- Ran various committees consisting of internal and external customers.
- Managed resignations and termination notifications to Health Plans.
- Successfully executed enrollment of not for profit radiology entity into Medi-cal system.
- Responsible for initiating the Program Management Plan, the Acquisition Plan, and running Industry Day.
- Negotiated and developed new contracts within the start-up enterprise environment.
- Corresponded with IPAs, PPOs and large regional insurers to develop new business opportunities.

### Director of Contracting

**Delta Corporation** - 2008 – 2012

- Responsible for contracting agents and brokers with numerous companies Continental Health Alliance represents.
- Keeping track of agents insurance licenses and E&O coverage.
- In charge of keeping track of agent commissions and assisting with agent payroll as needed.
- Worked closely with health companies when dealing with contracting and finding missing commission.
- Director of Contracting for American Medical Depot, a Medical Distributor and Prime Vendor for the Veterans Administration and contract holder with .
- Proactively and meticulously administered over \$400M in federal contracts and agreements to include Medical Surgical (MedSurg) ECAT, Medical .
- Scheduled and coordinated meetings and planning activities which ensured subcontracting requirements were communicated and aligned between the prime .

## Education

M.S. In Contract Management