

ROBERT SMITH

Jr. Director Of Contracts

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A seasoned manager with over twenty years of financial management and negotiating experience in leading edge, technical, multi-million dollar. Government, commercial, international contracts, and subcontracting environments. Strengths include a demonstrated ability to meet critical deadlines in highly stressful business situations.

EXPERIENCE

Jr. Director Of Contracts

ABC Corporation - JUNE 2006 - JANUARY 2008

- Advised senior corporate management of SDVO with 165 employees on companys contractual rights and obligations.
- Interpreted language and requirements for all existing contracts.
- Reviewed, interpreted and resolved contract issues that affect company compliance/financial performance.
- Negotiated and sign contracts.
- Ensured that all contractual legal requirements are satisfied.
- Wrote, negotiated and signed subcontracts, consulting and teaming agreements.
- Advised V-P/COO regarding computation of Overhead and G&A rates, pools and associated budgets.

Director Of Contracts

Delta Corporation - 2003 - 2006

- Executed compliance utilizing TQM for awarded contracts and subcontracts under FAR, DOD, and other agencies.
- Maintained CPARS and manpower reporting data bases.
- Developed guidance for RFP, RFQ and SOW for submission of proposals, post award ramp up and closeout.
- Negotiated, Manage and interpret contract amendments for compliance with awarding agency guidelines.
- Interpreted and advised on Local, State and Federal .
- Responsible for the day to day contract management operations to include subcontract management and procurement activities supporting an Information .
- Responsible for all contract administration/subcontract management and contract compliance activities including support of Mergers and Acquisitions .



EDUCATION

- Master Of Science - (University of Virginia)

SKILLS

Deltek, Jamis, SAGE Fixed Asset Accounting Software, Sharepoint, Cobblestone Contract Insight, Microsoft Office.