

# ROBERT SMITH

## Senior Contract Specialist III

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

### SUMMARY

Manager with 17 years in program coordination, contract administration, negotiation, team building and team leading experience. A leader who employs a process oriented perspective to achieve results. A team player who possesses the ability to balance short-term priorities against primary mission and long-term goals.

### CORE COMPETENCIES

Boutique Public Relations Governing Contracting Experiences.

### PROFESSIONAL EXPERIENCE

#### Senior Contract Specialist III

ABC Corporation - July 2011 – August 2012

##### Key Deliverables:

- Experienced with performing contract actions and awards in large (in excess of \$25M) complex procurements and in smaller actions below the Simplified Acquisition Threshold.
- Independently prepared appropriate contractual documents, such as solicitations, amendments, contract awards, CARs, modifications, delivery orders, equitable adjustments and closeouts, in accordance with procedure, law and regulations while meeting agreed to suspense dates.
- Independently prepared appropriate correspondence and file documentation.
- Maintained open communications with customers, providing best practices contractual advice in a timely manner.
- Fostered a collegial working environment to effectively empower co-workers to arrive at the best available solution to contracting issues.
- Wrote instructions on the requirements and processes for internal reviews and approvals of various contracts, solicitations, proposed contracts, and .
- Reviewed, deciphered, and catalogued the full range of contracting documents related to medical services.

#### Senior Contract Specialist

Delta Corporation - 2010 – 2011

##### Key Deliverables:

- Manage contracts ranging from one time small purchases to multi-year / multi-million dollar contracts.
- Research items, services, creating contracts, clauses, and provisions for RFOs.
- Analyze, negotiate and execute contract form cradle to grave including final contract close-out and property disposal.
- Participate in bid walks with FAA Engineer and Contractors.
- Serves as an expert resource for procurement and contracting issues; Supports customers on developing acquisition strategies and/or supporting .

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- In conjunction with outside counsel, developed hospital, physician, and ancillary provider contracts for start-up District of Columbia managed .
- Successfully negotiated thirteen hospital contracts and over thirty ancillary provider contracts within one year.

### EDUCATION

- Master of Business Administration in Business - (COLLEGE OF WILLIAM AND MARY - Williamsburg, VA)