

# Robert Smith

## Assistant Senior Contract Specialist

### CONTACT DETAILS

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Alabama  
(123)-456-7899  
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### PERSONAL STATEMENT

To acquire a position as a Level II or III Contract Administrator, Specialist for the Government or a Company, Determine appropriate method of procurement based on requirements and performs acquisition pre-award. Administers assigned contracts and performs post-award actions. Prepared solicitation documents, reviewed and analyzed proposals and supporting documentation for award files. Prepared pre-award and post-award file documentation, Resolved complex technical issues, Handles Construction and Simplified Acquisitions contracts; Monitors contract until awarded; Closeout contracts; Prepared modifications to include.

### SKILLS

Microsoft Office, PD2,  
ECMS.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### WORK EXPERIENCE

#### **Assistant Senior Contract Specialist**

**ABC Corporation - May 2005 - April 2008**

##### *Responsibilities:*

- Analyzed and evaluated cost and pricing data elements to determine price reasonableness for major acquisitions with limited precedent data available.
- Terminated highly specialized and/or long-term complex contracts that affect a wide range of procurement activities or contractors operations or have a significant impact on local geographic areas.
- Processed various contracts, to include basic order agreements, blanket purchase agreements, (BP As), purchase requests and purchase orders ranging from cost to fixed price type.
- Responsible for performing monthly reviews of the teams files reviewing then for errors, recommending changes and insuring the files were in accordance with standard operating procedures and the FAR.
- Responsible for the administration of a base and four option years requirement that exceeded \$35M per year.
- Performed pre and post award contracts that were centralized, highly complex and high dollar value from cradle to grave of various contract types and business sizes.
- Purchased mission level goods and services, training and doctrine development, development of educational programs and developing doctrine for wartime engagement, studies, analyses, distance learning, and various training support.

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

#### **Senior Contract Specialist**

**Delta Corporation - 2002 - 2005**

##### *Responsibilities:*

- ACA, Bldg 2798, Ft Eustis NEWPORT NEWS, VIRGINIA 23604 Grade Level GS-12 Hours per week 40 SENIOR CONTRACT SPECIALIST.
- As contract specialist in the Mission Division, previously Centralized Division, performed as the senior lead contract specialist/team leader (3 years), representing the team in the absence of the contracting officer.
- Conducted the Small and Disadvantaged Business Utilization and related programs for complex acquisition programs.

- Was also responsible the follow-on contract for TENT (information technology), a procurement estimated at \$350M over a period of 9 (nine) years, performed the pre and post award actions.
- My major responsibility was to process One Time Only modifications for moves that were not covered in the contract and on-going modifications for moves that were added to the contract.
- (Contact Supervisor Yes, Supervisors Name WILLIAM MILLS, Supervisors Phone 703-428-3080).
- Command relocated to Scott AFB, Illinois.

## Education

Master's in CONTRACT AND Acquisition Management - (FLORIDA INSTITUTE OF TECHNOLOGY - Melbourne, FL)