

ROBERT SMITH

Senior Contract Specialist/Coordinator

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

SUMMARY

Over 31 years of combined experience in DOD Acquisition, Contracting, and Program Management. Provided support as an Acquisition Professional System Engineering Technical Assistance (SETA)/Advisory & Assistance Services Support contractor. Guided the customer through the acquisition process and provided suggestions/solutions to ensure the timely execution of the program and award of contract.

CORE COMPETENCIES

Contracts Management, Acquisition Specialist.

PROFESSIONAL EXPERIENCE

Senior Contract Specialist/Coordinator

ABC Corporation - October 2012 – February 2013

Key Deliverables:

- Solicited, evaluated, negotiated, analyzed, advised, closed-out, and assisted with contract awards, close-outs, and terminations on contracts for the procurement of supplies and services for complex contracts and high dollar acquisitions.
- Conducted thorough research, analysis and reviews of all applicable policies, guidance, and regulations to support government Contracting Officer decision-making.
- Conducted Acquisition Strategy planning.
- Performed Requirements Reviews.
- Developed Performance Work Statements (PWS) and Statements of Work (SOW), in collaboration with requirements owners.
- Supported Source Selection.
- Developed Requests for Information (RFI), synopses, and solicitations.

Senior Contract Specialist

Delta Corporation - 2008 – 2012

Key Deliverables:

- Created health, dental, disability and life benefit documents.
- Reviewed client requests with respect to revisions to agreements, policies and certificates/booklets.
- Responded to inquiries from internal areas and external clients and made revisions to benefit booklets and agreements.
- Ensured contract documents complied with state and federal laws.
- Administer, negotiate and manage all district agreements and vendor relationships and responsible for departments policies and procedures and the .
- Washington, DC Dates November 2004 through August, 2005 Responsible for providing senior level acquisition support services to the VA headquarters.

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

B.A. in Psychology & English - (University of Texas- Pan Am Campus - Edinburg, TX)

