

Robert Smith

Senior Officer Specialist II

CONTACT DETAILS

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Alabama
(123)-456-7899
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PERSONAL STATEMENT

Provide personnel with the ability to quickly grasp procurement terms, methodologies, and processes, prepare contract files and associated electronic documentation and create procurement actions.

SKILLS

MS Office, Management.

WORK EXPERIENCE

Senior Officer Specialist II **ABC Corporation - 1994 - 2007**

Responsibilities:

- Assists the Contracting Officer in conducting reviews of acquisition documents submitted by the Program Office to determine adequacy and sufficiency. Such as market research reports, acquisition plans, request for quotes, request for proposals, etc.
- Supports the Contracting Officer in source selections and will be required to sign Organizational Conflicts of Interest (OCI) and Non-Disclosure Agreement (NDAs).
- Prepares modifications for various contractual actions to include, but not limited to, contracts, purchase/delivery/task orders, blanket purchase agreements, indefinite delivery contracts, as necessary.
- Completes all assigned orders within the agencies and COs established milestones.
- Completes and handles all files in accordance with acquisition regulations and clients local policies and procedures.
- Administers and/or closes out Government contractual vehicles in accordance with regulatory guidance and clients procedures.
- Participates in meetings as required. Meetings include acquisition planning meetings, pre-award conferences, periodic progress review meetings and other meetings as required by the Contracting Officer.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Senior Officer Specialist **Delta Corporation - 1999 - 2001**

Responsibilities:

- Applicant/ProfileDashboard/Resumes/# 4/9 12/13/2016 Print Resume
Hours per week 40 Pay Plan GL Grade -8 Senior Officer Specialist (This is a .
- Supervised inmates in housing units, work details, and recreation programs.
- Worked a variety of security posts.
- Member of Disturbance Control Team.
- Member of Special Operations Response Team.
- Attendance in the meetings shall be at no extra cost to the Government.
- Assist the Contracting Officer in preparing responses to Freedom of Information Requests and Protests actions.

Education

Bachelor's- (Southern Illinois University - Carbondale, IL)