Associate Subcontracts Administrator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

Worn a number of different hats and am able to work on both a macro- and micro-scale. For over 12 years, managed procurements; creating and tracking quotes, negotiating costs, schedules, and terms and conditions, managing inventories and resolving supply chain issues, following company policies and procedures, and fostering internal and external partnerships to ensure targeted costs, projected schedules, and quality requirements required by contract.

Skills

Supply Chain Management, Strategic Sourcing, Procurement, Contract Negotiation.

Work Experience

Associate Subcontracts Administrator

ABC Corporation - May 2006 – November 2012

- Managed eight (8) suppliers on a long-term multi-billion dollar defense contract.
- Administered Competitive and Non-Competitive Request for Proposals (RFPs) for one hundred percent (100%) compliance with Navy Guidelines.
- Assisted with the development and execution of work specifications, suppliers requalification efforts and Statements of Work (SOW).
- Implemented purchase orders within Lockheed Martins Internal Databases (SAP, LMP2P, WGC.) Provided guidance to Program Management team through entire contractual cycle.
- Maintained files for compliance adherence to FAR/DFAR (Federal), Lockheed Martin Acquisitions and Procedures (LMAP), Commercial Acquisitions Procedures (CAP) and supplier terms and conditions.
- Performed Price Analyses for the Fact-Finding stage to assist the Navy.
- Mitigated Lockheed Martin Terms and Conditions Provided recommended changes and price-negotiated changes to management.

Subcontracts Administrator

Delta Corporation - 2003 – 2006

- Lenoir City, TN 2/10 to 12/10 Security and Munitions Response Company, primarily Government Contracting.
- Subcontracts Administrator of Contracts, Materials & Components for Government & Commercial applications.
- Maya II Expansion project.
- Responsible for all aspects of Subcontract Management including but not limited to; scope definition, bid invitations, bid evaluations, contract .
- Phenol 3 project.
- Responsible for all aspects of Subcontract Management including but not limited to; scope definition, bid invitations, bid evaluations, contract .
- Change fixtures in commercial settings.

Education

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

Associate's in Political Science - January 2014(City College of San Francisco - San Francisco, CA)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**