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Contract Specialist ~ Acquisition Analyst

7+ years' rich experience in contracting, customer support and Acquisition. Core strengths in managing program/projects, real estate and acquisition, escrow and title, and disposal of real estate and properties. Deft in generating reasonable savings in procurement costs by encouraging long-term rate contacts. Key competencies in tendering process, bid evaluations and contract finalization. Hard core negotiator with demonstrated strengths in liaising with contracting principles to ensure compliance with contract specification and resolution of problems and issues. Excellent working knowledge of the federal, and agency procurement regulations, policy and procedures. Innovative in identifying and implementing immediate changes in procurement policies, systems and methodologies to improve performance, capture opportunity and facilitate positive and profitable change. Proven expertise to generate undivided commitment & dedication among the team. Excellent man-management, time management, leadership skills, Bilingual Spanish/English; computer literate.

PROFESSIONAL VALUE OFFERED

Contract Administration	Strategic Planning	Acquisition Support	Real Estate Acquisition
Business Advising	Escrow/Title	Contract Documentation	Contract Negotiations
Cost Reduction	Material Management	Property Sale/Disposal	Organizational Development
Tendering/Negotiations	Resource Management	Sourcing/Administration	Customer Relationship
Procurement/SAP	Training & Development	Project Management	Govt. Regulation/Policies

PERFORMANCE MILESTONES

- Honoured with Virginia Top Producer Real Estate Award 2005, and Multi-Million Dollar Sales Award 2004.
 - Having credential of making balance in business endeavors in real estate and as a franchise owner while simultaneously earning a Bachelor's degree.
 - Distinction of fetching huge business as a Real Estate Agent by employing a high self-motivation, strong knowledge of real estate practices, and effective advertising and marketing methods.
 - Devised effective strategies and tripled customer database through heavy and effective marketing employing the mediums of television, Internet, direct mailing, and numerous grass roots campaigns.
 - Holds the credentials of negotiating all major contracts totaling \$2,250,000.00.
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CAREER PROGRESSION

Real Estate Agent, Fairfax Realty, Fairfax, VA, Since 2004

Real Estate Agent, Re-Max Allegiance, Alexandria, VA, 2003 – 2004

- Assumed responsibility for managing the acquisition and sale of commercial and residential properties.
- Proactively contributed in determining the needs of buyers and sellers and worked to satisfy those needs.
- Interfacing & coordinating property closings and overseeing the signing of documents and disbursement of funds in association with home inspectors and appraisers.
- Geared the activities to monitor all operational aspects of purchases and sales of properties including appraisals, contracts, offers, title transfer, loan preparation, and escrow accounts.
- Developed plan to enhance sales of properties through advertisements, open houses, and participation in multiple listing services (MRIS).

- Drove the initiative to conduct research of contracting issues to determine the best business solution.
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- Built & nurtured relations with other agents, buyers and sellers, mortgage officers, title personnel and attorneys involved in the home buying and selling process.
- Efficiently liaised with other agents to assist in the purchase and sale of homes.
- Successfully conducted market research for the sale and purchase of properties.
- Associated closely in planning, development and establishment of acquisition strategy for simplified acquisitions.
- Judiciously handled pre-award activities for contracts in compliance with Federal Acquisition Regulation.
- Proactively contributed in providing on-site advice to different agents and project teams on contract management and policy compliance matters.
- Accountable for administration of contracts and handled post award activities including Change Order management and close out.
- Contributed significantly in building acquisition packages, establishing acquisition policies and regulations.
- Pioneer in reviewing, developing and preparing contractual documentation i.e. synopsis, Acquisition Plans, solicitation documents, specials clauses/terms and conditions; negotiation memorandums, Competitive Range Determinations, Determination and Findings and Contractual Milestones
- Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.

Mr. Handyman Franchise, Mr. Handyman, Alexandria, VA, 2005 – 2009

- Led & guided the team of 5 field technicians and 2 office employees, to provide best customer service and all aspects of running and maintaining the office and everyday task from filling out invoices/sales receipts etc.
 - Judiciously handled employee issues relating to payroll, training and personal issues.
 - Coordinated significantly with local County Departments to obtain processing of all required Permits and Inspections for construction and repairs.
 - Drove the initiative in price/cost analysis, negotiations, administration services, and materials management.
 - Proactively contributed in developing screening information requests, pre-negotiation positions, contract types, justification and business clearances for a full range of supplies, services and systems.
 - Accomplished responsibility for monitoring contract administration actions including modifications, negotiation of changes, exercise of options, contractor performance/delays and disposition of claims.
 - Established procurement packages, and acquisition, reconciliation, inspection, acceptance and disposal plans.
 - Key contributor in negotiation, formulation, finalization, Administration of services contracts, evaluation of tenders/Bids, and Pre-contract negotiations.
 - Organized various training sessions for the team to enhance their performance.
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EDUCATION

- Bachelor of Business Administration - Management concentration, Strayer University – 2010
- High School Diploma, Washington-Lee High School, 1301 N Stafford St Arlington, VA 22201 – 2003

CERTIFICATIONS

- Real Estate Appraisal
 - Brokerage Finance
 - Business Planning
 - Brokerage Management
 - Fair Housing
 - Agency Law
 - Virginia Real Estate Law
 - Contracts Management
 - Principles of Real Estate
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