
Contract Specialist

22+ years' rich experience in delivering optimal results & business value in high-growth environments

Exhibits excellence in handling cost effective procurement and achieving significant savings through effective evaluation of vendors and developing cost-effective alternatives for various operations. Proven expertise in Government contracting, customer support and Acquisition for the U.S. Army in accordance with OPM Operating Manual, Qualifications Standards for General Schedule Positions, General Policies and Instructions. Deft in generating reasonable savings in procurement costs by encouraging long-term rate contracts. Demonstrated strengths in developing policies and procedures for professional work involving the procurement of supplies, equipments, services, construction etc. thru formal advertising and negotiation procedures.

Key competencies in tendering process, bid evaluations and contract finalization. Deft in providing contracting support, evaluating contract price proposals from pre-award through contract administration and close-out. Hard core negotiator with demonstrated strengths in liaising with contracting principles to ensure compliance with contract specification and resolution of problems and issues. Adept at identifying, sourcing and evaluating potential vendors coupled with excellent skills in consensus building, organization, and price negotiation, tendering and estimating long term and profitable contracts management.

Excellent working knowledge of the federal, defense 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. Self starter, creative problem solver, top performer. Demonstrated ability to galvanize teams to achieve ambitious results. Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines; computer literate.

PROFESSIONAL VALUE OFFERED

Contract Management	Procurement/SAP	Acquisition Strategies	Legislation/Regulation
Business Advising	Statutory Compliance	Contract Evaluation	Contract Administration
Cost Analysis	Material Management	Supply Chain Management	Business/Industry Practice
Tendering/Negotiations	Contract Termination	Sourcing/Administration	Contract Review/SOP
Policy Development	Training & Development	Project Management	Govt. Regulation/Policies

PERFORMANCE MILESTONES

- Earned rich experience in the legislation, regulations, and methods used in contracting with good exposure to business and industry practices, sources of supply, cost factors, and requirements characteristics.
- Played pivotal role in analyzing and evaluating cost/price proposals and accounting systems data.
- Designed & developed system and documented files on milestones, contracting actions, D&F, checklists and FedBiz/EDI announcements and completed CAR/DD350s in scheduled time restrictions.
- Credited for designing acquisition planning for the procurement of various types of supplies/services in partnership with agency program management officials.
- Distinction of managing 150+ contracts awards worth \$ 10 millions and also modified 100+ contracts.
- Primary point of contact for program officials and contractors providing advice/assistance on Contract matters.

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- Established procurement packages, and acquisition, reconciliation, inspection, acceptance and disposal plans.
 - Recognized for ensuring Contract actions and file documentation in compliance with applicable regulations, policies and reporting requirements.
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CAREER PROGRESSION

Contract Specialist – Administration [REDACTED]

Contract Specialist [REDACTED]

Contract Specialist [REDACTED]

Purchasing Agent, [REDACTED]

Lead Mail Clerk, [REDACTED]

Supply Technical Reutilization Officer, [REDACTED]

MAJOR AREAS OF RESPONSIBILITIES

- Entrusted with big monetary authority for managing complex multi-million dollar contracts for equipment, and scientific/construction items within scheduled time/budget at a rate of 10 closeouts per week.
- Pioneer in reviewing, developing and preparing contractual documentation i.e. synopsis, Acquisition Plans, solicitation documents, special clauses/terms and conditions; negotiation memorandums, Competitive Range Determinations, Determination and Findings and Contractual Milestones
- Accountable for soliciting, evaluating, negotiating, and awarding contracts with State, local and foreign governments for furnishing products, supplies, services, and construction.
- Accomplished responsibility for handling all aspects of the acquisition cycle from evaluation of the specification or Statement of Work (SOW) through to contract close-out.
- Drove initiative to administer contracts in compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties.
- Associated closely in terminating contracts by analyzing, negotiating, and settling claims and proposals.
- Solely responsible for planning, establishing, and reviewing contracts, programs, policies and procedures.
- Actively involved in formulating and administering policies and procedures to insure achievement of organizational goals.
- Contributed significantly in developing acquisition strategies and also directing procurements activities.
- Judiciously handled pre-award activities for contracts in compliance with Federal Acquisition Regulation/FAR (IV).
- Led negotiation teams and successfully negotiated contract awards, contract protest and disputes on time with huge cost savings to the Government.
- Meticulously handled contract negotiations and administration of awards ranging from one hundred thousand to five billion dollars.
- Organized various training sessions for the team to enhance their performance.
- Closely monitored products, services and supplies for Arlington National Cemetery valued over \$500,000 monthly.
- Led the team to ensure all post-award actions are in compliance with all applicable laws, and regulations.
- Assumed responsibility for administration of contracts and handled post award activities including Change Order management and close out.
- Associated closely in building acquisition packages, establishing acquisition policies and regulations.
- Judiciously handled two purchase contracts for Arlington National Cemetery with a total of 100K monthly.
- Crafted acquisition packages to ensure compliance with current CDCC mission and goals.

EDUCATION

[REDACTED] Pursuing PHD Human Services/Counseling Studies [REDACTED]

• PHD Business Management/Leadership Walden [REDACTED]

[REDACTED] MBA Acquisition/Procurement, [REDACTED]

• BS in Business Management, [REDACTED]

COURSES/CERTIFICATIONS

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| • DAWIA, Level I,II,III Certification | • DAWIA, Level I Certification |
| • I.T. Contracts Management | • Clear Writing Through Critical Thinking |
| • Government Purchasing | • Standard Procurement System |
| • Missions Support Planning | • Davis-Bacon Act Service Contract Act |
| • Modern Army Record Keeping System | • Shaping Smart Business Arrangements |
| • Managing Performance-based Contracts | • DoD Government Purchase Card Tutorial |

References and verifying documentation furnished upon request