

ROBERT SMITH

Procurement Officer-Case Manager

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Strategic professional is eager to contribute expertise toward supporting the employer in optimizing bottom-line profits while meeting operational needs. Proficient in improving workflow and streamlining communications between departments. Dynamic communication, presentation, relationship building, and problem-solving abilities.

EXPERIENCE

Procurement Officer-Case Manager

ABC Corporation - 1992 - 1995

- Actively collaborated in strategically facilitating daily procurement of construction equipment, materials, and supplies.
- Exhibited solid communication and problem-solving abilities in utilizing effectively competitive bidding and negotiating methods.
- Supporting high-performance teams to reducing costs and negotiating effective contracts, we have continually excelled in maximizing performance as a dynamic team member.
- Excel in identifying and resolving inefficiencies, introducing solutions instrumental to boosting performance and strategically utilizing resources to generate optimal results.
- Resolve issues, monitor contractual agreements, and review invoices for payment.
- Establish and negotiate contract terms and conditions, and maintain vendor relationships.
- Administer contract performance including delivery, receipt, warranty, damages, and insurance.

Procurement Officer

ABC Corporation - 1987 - 1992

- Responsible for large and complex purchases involving the use of Requests for Proposals.
- Assists departments with specification development.
- Monitor and obtain the best price for office expenditures.
- Approve payment of invoices and direct purchasing card expenditures for office.
- Review language and submittals (bonds/insurance) in the Department of Corrections contracts/agreements to ensure compliance with State law, negotiates terms, execute the final document or recommend execution.
- Met with interested vendors concerning potential sources for supply and service.
- Developed and maintained an effective working relationship with vendors.



EDUCATION

- Diploma

SKILLS

Computer, Excel, AS400, People Soft, Inventory Management, Research, Problem Solver.