ROBERT SMITH

**Jr. Procurement Officer**

**info@website.com | https://website.com**

Able to handle multiple tasks and meet deadlines. Effective in self-managed assignments and as a team member. Ability to adapt quickly to challenges and changing environments. Enthusiastic and willing to take responsibility.

**DECEMBER 2013 – MAY 2019**

## JR. PROCUREMENT OFFICER - WVDCH

* Coordinate procurement activities and processing necessary to maintain supplies, equipment, and required services for efficient operation.
* Review and ensure that purchasing transactions are in compliance with state purchasing rules and guidelines, state code requirements, and federal regulations.
* Develops Requests for Quotation (RFQ), Requests for Proposals (RFP), Requests for Information (RFI), Expressions of Interest (EOl) and Design/Build contracts.
* Schedule a pre-bid meeting and confer with the Purchasing Division on final documents.
* Developed Team Concept with Accounts Payable with ensuring they have the proper paperwork and backup to process invoices.
* Developed the system with Staff that allows us to pay all bills within 7 business days.
* Invite, assess, and award/recommend vendor bids, quotations, and proposals.

**2010 – 2013**

## PROCUREMENT OFFICER - ABC CORPORATION

* Solicit vendors to participate in the citys procurement process to satisfy the need for goods and services.
* Review requisition orders in order to verify accuracy, terminology, and specifications.
* Prepare, maintain, and review purchasing files, reports and price lists.
* Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
* Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
* Prepare invitation-of-bid forms and mail forms to supplier firms or distribute forms for public posting.
* Awards Business Teacher of the Year Largest FBLA Chapter FBLA Regional Competition Winner FBLA State Winner Digital Video Production.

# EDUCATION

Diploma- July 2011(Create New Contracts for Vendors for the State of WV)

# SKILLS

Inventory Management, Purchasing, Manufacturing, Management, Military.

2