

# ROBERT SMITH

## Jr. Procurement Officer

[info@website.com](mailto: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 (EOI) 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 city's 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.