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|  | **Contract Specialist**  Address, City, ST ZIP Code | Telephone | Email  Website: wordexceltemplates.com | | | | | | |  | | |  | |
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|  | Contract specialist with 8 years’ experience informing and updating contracts. Excellent negotiation skills helped to analyze the prices in the open market and get the best offers for the company. Time management and organization skills have always helped to prepare the contracts on time and get them implemented. Strategic thinking helped to maintain a list of all the valuable suppliers and select the best vendor among them.  Ethical conduct to make sure that all the terms of the contract are followed and implemented. Customer and client focused approach to making sure the company gets the best deals for less money. Knowledge of business operations can come in handy when forming contracts. | | | | | | | | | |  | |
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|  | **Education**  DEGREE | DATE EARNED | SCHOOL   * Major: Click here to enter text * Minor: Click here to enter text * Related coursework: Click here to enter text | | | | My objectives in this job are:   * To perform contract assignments in support of procurement officer. * To amend or update the contract as per new laws. | | | | | |  | |
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|  | **Work Experience**  **[ABC Company]**  My roles in this job are/were:   * To solicit bids to acquire goods and services. * To negotiate and administer the contracts. * To assist with contract termination procedures. * To perform basic analysis for the fixed price contracts. * To conduct basic procurement procedures and techniques.   **[XYZ Company]**  My roles in this job are/were:   * To analyze business practices and market trends to evaluate the contract bids. * To evaluate the performance of the company against the terms of the contract. * To present information and drafts the provisions of the contract. * To solicit the sources of supply and analyze prices. * To analyze the prices, discount rates, and transportation cost to suggest the best offer. * To consult the seniors on technical issues and terms of contracts.  Job Title | Company | Dates From - To  * This is the place for a brief summary of your key responsibilities and most stellar accomplishments.   wordexceltemplates.com | | | | | | **Skills/Core Competencies**   * Excellent negotiation skills. * People management. * Knowledge of business operations. * Time management. * Strategic thinking.  Management Think a document that looks this good has to be difficult to format? Think again! To easily apply any text formatting you see in this document with just a click, on the Home tab of the ribbon, check out Styles. Communication You delivered that big presentation to rave reviews. Don’t be shy about it now! This is the place to show how well you work and play with others. | | |  | |