

Edward A. Joseph

Professional summary

Detail-oriented and results-driven Contract Specialist with experience in government procurement and contract management. Strong background in ensuring compliance with federal regulations, managing multi-million-dollar contracts, and leading negotiations with contractors. Adept at preparing procurement documents, facilitating contract execution, and handling complex legal and financial negotiations.

Experience

Contract Specialist

U.S. Department of Health & Human Services (HHS) – Minneapolis, MN, Hours per Week: 40, Salary: \$79,000, Supervisor: Karen Thomas, (555) 321-9876

2019 - 2025

- Administered a portfolio of contracts valued at over \$15 million, including service, supply, and construction contracts.
- Worked closely with program managers and legal teams to develop Statements of Work (SOWs) and Requests for Proposals (RFPs), ensuring alignment with department goals and requirements.
- Conducted contract negotiations, leading to a 10% cost reduction for a multi-year services contract while ensuring terms met federal standards.
- Monitored contractor performance to ensure compliance with contract terms, handling performance reviews and providing recommendations for corrective actions when necessary.

Procurement Analyst

Minnesota Department of Administration – St. Paul, MN, Hours per Week: 40, Salary: \$70,000, Supervisor: Robert Adams, (555) 876-5432

2016 - 2019

- Conducted market research to identify potential suppliers, ensuring that procurement activities were competitive and cost-effective.
 - Assisted in monitoring contractor performance, reviewing progress reports, and ensuring that contract deliverables were met within the specified timeframes and budgets.
 - Developed and maintained procurement tracking systems to ensure timely updates on contract status and compliance.
 - Worked closely with legal teams to ensure that contracts contained proper clauses to mitigate risks for the agency.
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Procurement Assistant

City of Minneapolis – Minneapolis, MN, Hours per Week: 40, Salary: \$58,000, Supervisor: Sarah Clark, (555) 654-3210

2014 - 2016

- Supported senior procurement officers in the administration of local government contracts, including preparing requisitions and managing purchase orders.
- Conducted initial vendor screenings and gathered quotes from suppliers for goods and services needed by the city.
- Assisted in the preparation of contract documents, including reviewing contract terms and ensuring that all required supporting documents were submitted in compliance with city regulations.

Education

Bachelor of Science in Business Administration

University of Minnesota, Graduation Date: May 2013

- GPA: 3.6
- Relevant Coursework: Contract Law, Government Procurement, Supply Chain Management, Negotiations

Certifications

- Federal Acquisition Certification in Contracting (FAC-C) – 2019
- Certified Federal Contract Manager (CFCM) – National Contract Management Association, 2018
- Defense Acquisition Workforce Improvement Act (DAWIA) Level I Contracting Certification – 2017

Skills

Contract Management Software: DELTEK, ProcureWare, SAP	Expert	Microsoft Office Suite: Excel (Advanced), Word, PowerPoint, Outlook	Expert
Federal Regulations: FAR, GSA Schedule, DFARS	Expert	Budgeting and Financial Analysis: Cost analysis, cost-benefit analysis, budget forecasting	Expert
Negotiation: Vendor negotiation-, contract terms review, dispute resolution	Expert	Communication & Collaboration: Cross-functional team coordination, training and mentoring	Expert

Professional Affiliations

- Member, National Contract Management Association (NCMA), 2016 – Present
- Member, Institute for Supply Management (ISM), 2017 – Present

Additional Information

- Languages: Fluent in Spanish (Written and Spoken)
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Publications: "Optimizing Procurement Processes for Federal Agencies," published in Journal of Public Procurement, 2020

Awards



Contractor of the Year – U.S. Department of Health & Human Services, 2021



Outstanding Procurement Achievement – Minnesota Department of Administration, 2018

Job Announcement Details

- **Job Title:** Contract Specialist
- **Announcement Number:** 45678
- **Series & Grade:** GS-1102-11