



Graham Langley

Procurement Specialist

Procurement professional with 6 years of experience in contract lifecycle management, acquisition planning, and FAR and DFARS compliance, holding a Certified Commercial Contract Manager credential. Negotiated contracts with individual values ranging from \$29,500 to \$2.18M for equipment leasing and professional services. Prepares 37 acquisition packages per quarter and manages contract modifications using DocuSign, Microsoft Excel, and Adobe Sign.

Location

Cookeville, TN

Phone

(931) 555-0111

Email

graham.langley@example.com

Education

Tennessee Technological
University, Cookeville, TN
2016 - 2020
BS Business Administration

Key Skills

- FAR and DFARS Compliance
- Contract Lifecycle Management
- RFP Development and Evaluation
- DocuSign
- Microsoft Excel
- Adobe Sign
- Price and Cost Analysis
- Acquisition Planning
- Contract Negotiations
- UCC Provisions

Professional Experience

Procurement Specialist, Cumberland Plateau Supply Partners, Cookeville, TN
2023 - Present

- Reduced contract processing turnaround from 14 days to 4 days by redesigning the intake-to-signature workflow in DocuSign and contract management software.
- Prepared 37 acquisition packages per quarter, including SOWs, pricing schedules, and evaluation criteria for RFP solicitations.
- Negotiated 73 contracts per year covering IT services, facilities maintenance, and professional consulting engagements.
- Drafted and reviewed contract modifications, delivery orders, and task orders using Microsoft Word and Adobe Sign, maintaining a 48-hour internal review cycle.

Contract Specialist, Caney Fork Technical Services LLC, Sparta, TN
2021 - 2023

- Negotiated 54 contracts per year for equipment leasing and professional services, with individual values ranging from \$29,500 to \$2.18M.
- Assembled 28 acquisition packages each quarter, coordinating requirements documents, market research, and independent cost estimates.
- Shortened average contract processing turnaround from 11 days to 6 days by building clause libraries and standardized templates in Microsoft Excel.

Procurement Assistant, Falling Creek Office Solutions, Crossville, TN
2020 - 2021

- Supported preparation of 19 acquisition packages per quarter, gathering vendor quotes and compiling source-selection documentation.
- Tracked contract milestones and deliverables for 41 active agreements, flagging expiration dates 90 days in advance.
- Formatted and transmitted contract pricing data via EDI 845 for 41 active agreements, completing each data exchange within 1 business day of award.

Certifications

- Certified Commercial Contract Manager, National Contract Management Association, 2022