
Commercial Contract Manager Resume

Job Objective

Seeking a position in which to enhance my career as Commercial Contract Manager by becoming a valued member of your team.

Highlights of Qualifications:

- Admirable experience in managing contracts and database applications
 - Thorough knowledge of contract terms and conditions
 - Deep knowledge of public procurement
 - Ability to manage work within required timeframe
 - Ability to work according to laws and regulations
 - Ability to maintain accuracy in work
 - Ability to perform appropriate research
 - Ability to manage multiple tasks
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Professional Experience:

Commercial Contract Manager

Serco, Inc., Irvine, CA
October 2008 – Present

- Managed and provided response to all complex inquiries.
- Analyzed contracts and identified appropriate risks and issues.
- Developed and maintained contract management tools and processes.
- Evaluated contract obligations and ensured compliance to all terms.
- Prepared contract status information and maintained compliance to term.
- Coordinated with project team to manage all contracts.
- Designed and implemented CM processes.
- Collaborated with project team and resolve legal and contractual details.

Commercial Contract Attorney

Adams & Martin Group, Irvine, CA
August 2003 – September 2008

- Prepared draft for complex software license agreements.
- Assisted clients with all copyright and intellectual property issues.
- Provided subject matter expertise on Information Technology.
- Performed review on all contract proposals to mitigate risks.
- Prepared and analyzed reports as per regulations.
- Trained staff on purchasing and contracting issues.

Commercial Contract Analyst

Zeiders Enterprises, Inc., Irvine, CA
May 1998 – July 2003

- Designed contract documents and agreements as per policies.
 - Prepared reports and analyzed performance for all contracts.
 - Managed communication for contract status and price changes.
 - Prepared and maintained contract tracking log.
 - Monitored contract proposals and implemented CARS system.
 - Administered internal customers and management to resolve issues.
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Education:

Bachelor's Degree in Business

Lake Erie College, Painesville, OH

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