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# CONTRACT ANALYST RESUME

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## Job Objective:

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Contract Analyst position in a reputed firm.

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## Highlights of Qualifications:

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- A great deal of experience with contracts, term sheets and other legal documents
  - Extensive knowledge of CFR requirements, comparable experience in a regulated environment
  - Outstanding ability to read and interpret contract documents and understand business concepts
  - Ability to prioritize workload and work under time pressure
  - Able to manage multiple projects simultaneously
  - Ability to enter data accurately into online database systems
  - Proficient with Microsoft Intermediate level Outlook, Word, Access, and PowerPoint
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## Professional Experience:

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Contract Analyst, August 2005 – Present  
EQT Corporation, San Diego, CA

- Developed and maintained comprehensive comparative cost data analyses of CRO.
- Assisted efficiently in the development and utilization of vendor performance report cards.
- Created and maintained a maintenance model for tools developed in internal outsourcing workgroup.
- Utilized and handled Earned Value Analysis modeling with top tier vendors, and proactively engaged clinical study management.
- Maintained and developed various databases of statistical and budget information on vendors and clinical sites.

Contract Analyst, May 2000 – July 2005  
CE2 Corporation, San Diego, CA

- Ensured vendor and supplier business and legal terms are accurately documented.
  - Tracked and ensured document acceptance by contract owner.
  - Performed and conducted post-contract audit of executed contracts to assess compliance with policies and procedures.
  - Identified and recommended process and documentation changes to improve compliance management.
  - Accountable for accurate entry of required contract data into the eRM system.
  - Performed and conducted special projects as assigned to support the Supply Chain Process & Administration and Legal departments.
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## Education:

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Bachelor's Degree in Finance, University of California, Berkeley, CA

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