
CONTRACTS ADMINISTRATOR RESUME

Objective:

To be able to work Contracts Administrator and utilize my skills in contract management, conference planning as well as conference management in fulfilling the company's objective and goals.

Education:

Master Business Marketing, 2002
Yale University

BS Business Administration, 1999
Yale University

Skills:

- Strong expertise in communications, administrative, and information and contract management
- Skilled in PowerPoint Applications
- Superb communication skills
- Great customer relations skills
- Conference planning / management.
- Skilled in editorial, production, and dissemination of communications

Professional Experience:

- Contracts Administrator IV, 2008-present
- Halex Corp., Georgetown, MA

Responsibilities:

- Collected documentation and analyzed for content in relation to business requirements.
- Assured compliance with customer and contractors by reviewing correspondence.
- Reviewed contracts for definition of contractual matters.
- Managed subcontracts to prevent future and possible claims by subcontracts.
- Contracts Administrator III, 2005-2008
- Halex Corp., Georgetown, MA

Responsibilities:

- Maintained database for contracts and projects.
- Changed and modified existing projects as needed.
- Assured that DRs and payments are properly processed on time.
- Prepared legal document and papers as part of contract compliance.
- Contracts Administrator II, 2002-2005
- Halex Corp., Georgetown, MA

Responsibilities:

- Collected documentation and analyzed for content in relation to business requirements.
- Assured compliance with customer and contractors by reviewing correspondence.
- Reviewed contracts for definition of contractual matters.
- Managed subcontracts to prevent future and possible claims by subcontracts.
- Contracts Administrator III, 2005-2008
- Halex Corp., Georgetown, MA

Certifications and Affiliations:

American Society for Business Contractors
Diploma in Marketing Analysis

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