
DIRECTOR OF CONTRACTS RESUME

Summary:

An enthused and exceptional professional who has extensive experience in contract drafting, procurement, investigations, processing and administration; has very good track record in interfacing with high-level executives and senior management, major contractors, partners and other government regulatory officials; has extensive knowledge of the Federal Government contracts and; has related work experience in the areas of project control and program management; has a strong background with contract drafting and administration of proprietary data, exchange under similar agreements.

Professional Experience:

Contracts Administrator February 2006 – Present
Seams Corporation, Juneau, AK

Responsibilities:

- Drafted contract proposals for customers and negotiated requests and conditions to bidders.
- Compiled data necessary for preparing estimates.
- Prepared bids and progress reports as well as other exhibits and appendices that may be required.
- Coordinated activities in coherence with agreed clauses in contracts for purchase or sale of equipment/materials.
- Examined proposal requirements and coordinated delivery schedules to ensure completeness and accuracy of deliveries according to signed contracts.
- Reviewed bids from other firms for conformity purposes and other contract requirements.

Contract Specialist May 2004 – January 2006
Schuman Retail Group, Fairfield, CA

Responsibilities:

- Monitored contract performance to determine the necessity for revisions or contract extension.
- Approved or disapproved requests for deviation from the specifications of the contract based on need, function or purpose.
- Negotiated with suppliers for a lower price and more favorable terms for the client for finalization of procurement contracts.
- Administered and terminated contracts on their expiry dates if both parties are amenable.
- Coordinated and directed workers' activities engaged in creating bid proposals.
- Arbitrated claims or complaints from performance contracts.

Contract Analyst February 2002 – May 2004
Parker and Lynch, Franklin, TN

Responsibilities:

- Drafted contract proposals for customers and negotiated requests and conditions to bidders.
- Compiled data necessary for preparing estimates.
- Prepared bids and progress reports as well as other exhibits and appendices that may be required.
- Coordinated activities in coherence with agreed clauses in contracts for purchase or sale of equipment/materials.
- Examined proposal requirements and coordinated delivery schedules to ensure completeness and accuracy of deliveries according to signed contracts.
- Reviewed bids from other firms for conformity purposes and other contract requirements.

Contract Specialist May 2004 – January 2006
Schuman Retail Group, Fairfield, CA

Education:

Masters Degree in Business Administration
University of California-Irvine, 2002
Bachelors Degree in Business Management
University of California-Irvine, 2000

Skills:

- Project management and leadership ability
- Bookkeeping, documentation, database and records management
- Customer-oriented, strategic, analytical, influential

- Results- oriented, dynamic and thorough
- Proficiency with computer, CRM, MS Office applications and other business software

Professional Affiliation:

American Association of Christian Counselors, member
American School Counselor Association, Member

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