

Contract Manager

Results-oriented Contract Manager with a proven track record of successfully negotiating complex contracts, resulting in significant cost savings and improved contract terms. Skilled in implementing contract management systems and conducting comprehensive risk assessments to enhance contract performance and mitigate legal risks. Adept at leading contract negotiations, developing compliance programs, and resolving disputes to maintain positive client relationships and drive contract renewals.

WORK EXPERIENCE

Contract Manager

01/2023 – 04/2023

Quantum Data Systems

- Successfully negotiated and finalized a complex contract with a major vendor, resulting in a cost savings of 15% and improved contract terms that reduced potential legal risks.
- Implemented a contract management system, streamlining the contract administration process and reducing contract cycle time by 20%.
- Conducted a comprehensive risk assessment of existing contracts, identifying potential areas of non-compliance and implementing corrective actions that improved contract performance by 10%.

Procurement Specialist

09/2022 – 12/2022

Portal Technologies

- Led contract negotiations with key suppliers, resulting in a 25% reduction in procurement costs and improved vendor relationships that led to on-time delivery of critical materials.
- Developed and implemented a contract compliance program, resulting in a 95% compliance rate and minimizing financial and legal risks for the organization.
- Managed a contract database migration project, successfully transferring contract data to a new system, improving accessibility and accuracy of contract records by 30%.

Contracts Specialist

07/2022 – 09/2022

Evolutek

- Drafted and reviewed complex contracts for a portfolio of high-value projects, ensuring alignment with organizational goals and protecting the company's interests, resulting in a 100% contract acceptance rate.
- Implemented a contract performance evaluation framework, enabling the identification of underperforming contracts and the implementation of corrective actions that improved contract outcomes by 15%.
- Led a dispute resolution process with a major client, successfully resolving a contract-related conflict and maintaining a positive business relationship, resulting in a 20% increase in contract renewals.

SKILLS & COMPETENCIES

- Contract drafting and review
- Contract negotiation
- Risk assessment and management
- Contract performance improvement
- Data migration
- Business relationship management