



## PROFESSIONAL SUMMARY

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### CONTRACTS ADMINISTRATOR

Experienced Business Contracts Administrator with 5 years experience in contracts management within diverse procurement settings. Expert at guiding planning, sourcing, bidding, selection and contract implementation processes. A detail-oriented team leader and a strong negotiator with a proven ability to collaborate with cross-functional teams and build lasting relationships.

### CORE COMPETENCIES

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|----------------------------------|------------------------------|
| • Vendor Sourcing                | • Supply Chain Optimization  |
| • Project Coordination           | • Contract Negotiation       |
| • Contract Lifecycle Management  | • Contract Compliance        |
| • Supplier relationships         | • Risk Management            |
| • Performance Management         | • Contract Terms Negotiation |
| • Cost Analysis                  | • Bid solicitation           |
| • Team Leadership & Coordination |                              |

### PROFESSIONAL EXPERIENCE

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**Business Contracts Administrator, Bushenge Hunde Non-Profit For Immigrants**, Apr 2022 - Current, Syracuse, NY

- Plan, develop, and establish long- and short-range procurement plans, strategies, and approaches for the overall acquisition program.
- Manage and administer contracts using Salesforce, while ensuring compliance with State & Federal laws and regulations.
- Oversee the entire contract lifecycle, from drafting, negotiation, and execution to renewal and termination, achieving a 95% on-time completion rate.
- Serve as lead negotiator, planning the negotiation strategy, coordinating strategy with the negotiation team and leading the negotiations conducted with contractors to reach a fair position for parties involved.
- Assist in the preparation of statements of work, acquisition plans, source selection plans and prepare necessary determinations and findings and all solicitation documents.
- Prepare and review RFQs, RFPs, and LPOs to ensure alignment with procurement regulations, guidelines and project requirements.
- Work closely with finance, procurement, and legal to identify and mitigate potential contract risks.
- Monitor and ensure contractor performance in accordance with all terms and conditions of the contract.
- Provide contract management training to staff to enhance compliance and operational

efficiency.

**Contract Specialist, The College Application LLC**, May 2019 - Mar 2022, New York, NY

- Managed contract lifecycle via Contracts Plus contract management system, reducing processing time by 30%.
- Negotiated, drafted and reviewed service agreements, vendor contracts, partnerships, and software licensing deals.
- Ensured all contracts were verified by the organization's senior counsel.
- Ensured adherence to regulations and company policies, developing a checklist that reduced disputes by 25%.
- Managed relationships with educational content providers, software vendors, and marketing agencies.
- Coordinated the preparation of solicitations with the technical staff to ensure resultant contracts are technically sufficient and will provide the requested services to meet customer requirements.
- Prepared the contract for award in accordance with all applicable regulations and laws.
- Maintained a centralized contract repository for easy access and compliance.

**Legal Compliance Consultant, UN-Habitat**, Sep 2017 - Apr 2019, Nairobi, Kenya

- Advised on regulatory compliance and risk management for urban development projects.
- Developed and implemented compliance programs to ensure adherence to international standards.
- Conducted legal research and analysis on environmental and housing regulations.
- Drafted and reviewed contracts, agreements, and policy documents.
- Collaborated with different UN stakeholder teams to enhance compliance frameworks.
- Trained staff on compliance policies and best practices.
- Monitored and reported on compliance activities and outcomes.

**Corporate Paralegal, Centove Internet Ltd**, Aug 2015 - Aug 2017, San Francisco, CA

- Supported the CEO and founding team in the startup's mission to provide affordable internet access to Sub-Saharan Africa.
- Reviewed and negotiated partnership contracts to ensure favorable terms and compliance with legal standards.
- Provided legal assistance with funding and investment efforts, contributing to the successful grant fundraising of \$30,000 for business expansion.
- Reviewed various agreements, including staff contracts and service agreements, to ensure legal soundness and alignment with the company's objectives.
- Ensured compliance with regulatory requirements and managed legal risks associated with the startup's operations.
- Involved in negotiating and structuring the sale of the company to a larger ISP, conducting due diligence, drafting sale agreements, and ensuring compliance with all legal requirements.

## **EDUCATION**

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## **TECHNICAL SKILLS**

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- Proficient with procurement management software including Salesforce, Contracts Plus, SAP Ariba, and Oracle.
- Expert-level proficiency in Microsoft Word, Excel, PowerPoint, and other office productivity tools
- Familiarity with document management systems such as Zoho WorkDrive, SharePoint, and iManage
- Knowledgeable in regulatory frameworks and compliance requirements relevant to the industry, including HIPAA, GDPR, CCPA, FAR, and DFAR.

## **REFERENCES**

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Available upon request.