



OLIVIA SMITH

Lead Contract Administrator

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Los Angeles

www.qwikresume.com

SKILLS

Strong Deadline Management



Advanced Negotiation And Communication



Effective Written And Verbal Communication



Multi-tasking And Prioritization Skills



Team Collaboration And Leadership



Customer Service



INTERESTS

Birdwatching Traveling

Sports Coaching Knitting

STRENGTHS

Pragmatism

Sensitivity

Sincerity

Stability

LANGUAGES



English



Spanish



Japanese

ACHIEVEMENTS

Streamlined contract renewal process, reducing turnaround time by 30%.

Implemented a vendor performance evaluation system, enhancing accountability and compliance.

PROFESSIONAL SUMMARY

Accomplished Lead Contract Administrator with a decade of experience in contract management, negotiation, and compliance. Expertise in developing and implementing strategies to optimize procurement and ensure adherence to regulatory standards. Dedicated to fostering collaborative relationships and driving operational excellence across diverse sectors.

WORK EXPERIENCE

Lead Contract Administrator

Mar / 2018-Ongoing

Blue Sky Innovations

Chicago, IL

- Managed and optimized support contracts for global accounts, ensuring compliance with contractual obligations.
- Developed customized pricing and invoicing strategies for complex client environments.
- Maintained proactive communication with customers and stakeholders to uphold service quality.
- Led cross-functional teams to address and resolve customer requests efficiently.
- Processed renewals and amendments, ensuring timely execution and compliance.
- Collaborated with finance teams to resolve invoicing discrepancies and improve payment processes.
- Facilitated quality improvement initiatives, enhancing overall operational performance.

Legal Assistant, For Civil Litigation

Mar / 2015-Mar / 2018

Cactus Creek Solutions

Phoenix, AZ

- Oversaw the preparation of legal documents for civil litigation, ensuring compliance with court requirements.
- Managed case tracking and documentation from initiation to resolution, improving workflow efficiency.
- Trained and mentored new staff on departmental procedures and best practices.
- Coordinated with attorneys to ensure timely filing of legal documents and responses.
- Maintained effective communication with clients, providing status updates on case progress.
- Streamlined administrative processes for case management, enhancing operational efficiency.

EDUCATION

Bachelor of Science in Business Administration

Mar / 2012 - Mar / 2015

University of Michigan

Phoenix, AZ

Focused on contract management, procurement strategies, and organizational behavior.