

# WILLIAM PEREZ

## Contract Assistant

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### PROFESSIONAL SUMMARY

Detail-oriented Contract Assistant with 10 years of extensive experience in contract management and compliance. Proven ability to streamline processes, enhance stakeholder communication, and ensure regulatory adherence. Seeking to apply analytical skills and strong organizational capabilities to optimize contract operations and drive successful project outcomes.

### WORK EXPERIENCE

Contract Assistant  
WidgetWorks Inc. Mar / 2019-Ongoing  
Denver, CO

1. Provided comprehensive administrative support to senior management, enhancing operational efficiency.
2. Executed contract documentation and compliance checks, ensuring accuracy and adherence to regulations.
3. Compiled and analyzed contract data, preparing detailed status reports for executive review.
4. Implemented a systematic contract tracking process, improving visibility and management oversight.
5. Coordinated with suppliers to ensure timely receipt of required documentation for contract updates.
6. Maintained secure storage of sensitive contracts, ensuring data confidentiality and integrity.
7. Served as a liaison between corporate and field personnel, facilitating effective communication regarding contract incidents.

Contract Assistant  
Cactus Creek Solutions Mar / 2015-Mar / 2019  
Phoenix, AZ

1. Prepared, processed, and maintained standard contracts, ensuring accurate record-keeping.
2. Collaborated with various departments to streamline contract renewals and compliance monitoring.
3. Conducted thorough reviews of licensing agreements, ensuring timely renewals and accurate documentation.
4. Managed contract imaging and coding processes, enhancing retrieval efficiency.
5. Followed up on error reports, taking corrective action to ensure compliance and accuracy.

### EDUCATION

Bachelor of Science in Business Administration  
University of Texas Mar / 2012 - Mar / 2015  
Portland, OR

Focused on contract management and compliance strategies.

### SKILLS

Stakeholder Communication  
Contract Analysis  
Microsoft Office Suite  
Stakeholder Engagement  
Adaptability

### INTERESTS

Home Brewing Wildlife Conservation  
Running Public Speaking

### STRENGTHS

Willingness Wisdom  
Zeal Ingenuity

### LANGUAGES

English Arabic Russian

### ACHIEVEMENTS

- Successfully implemented a contract tracking system that reduced processing time by 30%.
- Streamlined documentation procedures, improving compliance accuracy by 25%.