



MASON WILSON

Contract Management Specialist

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PROFESSIONAL SUMMARY

Seasoned Contract Management Specialist with a decade of experience in contract negotiation, administration, and compliance. Adept at optimizing contract performance and mitigating risks while ensuring regulatory adherence. Proven track record in developing strategic partnerships and enhancing stakeholder communication for successful contract execution.

WORK EXPERIENCE

Contract Management Specialist
Blue Sky Innovations
Feb / 2019-Ongoing
Chicago, IL

1. Formulated and managed comprehensive contracts with healthcare providers, ensuring alignment with strategic goals.
2. Negotiated advantageous reimbursement rates with hospitals, enhancing financial sustainability.
3. Executed claims processing at established rates, ensuring compliance with federal regulations.
4. Maintained robust relationships with providers to foster collaboration and resolve issues.
5. Oversaw contract performance, identifying areas for improvement and potential risk mitigation.
6. Ensured timely and accurate loading of managed care contracts in compliance with terms.
7. Presented contract performance data to leadership, enabling informed decision-making.

Contract Management Specialist
Crescent Moon Design
Feb / 2015-Feb / 2019
Portland, OR

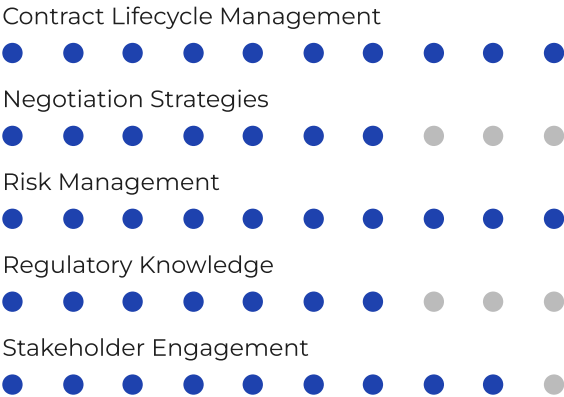
1. Coordinated bid solicitations and evaluations, ensuring transparency and fairness in the procurement process.
2. Analyzed responses and prepared award documentation, facilitating timely contract execution.
3. Assisted in developing contract specifications, aligning with organizational objectives.
4. Prepared reimbursement calculations and maintained comprehensive reports for financial oversight.
5. Collaborated with Managed Care departments to ensure alignment on contract terms and conditions.
6. Managed complex negotiations for high-value contracts with strategic partners.

EDUCATION

Bachelor of Science in Business Administration
State University
Feb / 2012 - Feb / 2015
Seattle, WA

Focused on contract law and negotiation strategies.

SKILLS



INTERESTS

- Podcasts
Language Learning
Dancing
Cycling

STRENGTHS

- Intuition
Leadership
Listening
Mentorship

LANGUAGES



ACHIEVEMENTS

- Successfully negotiated contracts resulting in a 15% cost reduction over three years.
- Implemented a contract management system that improved compliance tracking by 30%.