Contracts Administrator I

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama

Objective

To obtain a position where my abilities and qualifications can be fully applied to the mutual benefits of myself and the employer, and promote continuous personal and career growth.

Skills

Grant Writing.

Work Experience

Contracts Administrator I

ABC Corporation - May 2012 – March 2014

- Servicing and retention of accounts less than $10K, renewing contracts upon expiration and providing other support as required.
- Creating and maintaining accurate small customer accounts in e3 at all times, acting as the primary database administrator for all contract updates (adds, deletes, locations, custodians, equipment transfers, special instructions, customer notes, custom billings, etc.) Initiate the bid process at the time of contract renewal, obtaining pricing and providing proposals to small accounts.
- Provide quotes for non-contract customers, creating new accounts and pricing their units when received at SE Labs.
- Generate e3 reports at the customers request.
- Attend and participate in department meetings, voicing hot issues that require management support & escalation.
- Provide backup support for Senior Contracts Administrator, providing line item pricing for proposals as needed.
- Assist Operations team with data template creation based on specific data requirements outlined on customer provided equipment forms.

Contracts Administrator

ABC Corporation - 2010 – 2012

- Participated on the team that developed process mapping to redesign departmental workflow enhancing efficiency and quality standards.
- Decreased cycle time 45-50% by utilizing tollgate process while reviewing and processing documentation.
- Achieved 100% funding and booking by auditing all lease documentation and paperwork prior to activating lease contract.
- Trained 12 contract department employees on issuance of purchase orders for vendors that increased efficiency and productivity.
- Interacted and communicated with multiple departments including Sales, Credit, Risk, Customer Service and Accounting to ensure contract guidelines were met and equipment was received.
- Reviewed lease contracts and contacted customers to supply missing information and verity accuracy of the details.
- Enhanced customer repeat business by ensuring customer satisfaction was accomplished in a professional, timely and efficient manner.

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Education

Associate of Arts in Business - (UNIVERSITY OF PHOENIX)

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