

ROBERT SMITH

Contracts Administrator III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

5+ years Contracts Administration Consultant for energy and retail industries, considered an expert in subcontracts, negotiating tactics & pricing processes such as Statement of Work (SOW) & Purchase Order (PO), Project Scope Statement, work Breakdown Statements and Stakeholder Requirements.

CORE COMPETENCIES

Microsoft Office, Contract Administrator, Project Management, Vendor Management, Customer Relations.

PROFESSIONAL EXPERIENCE

Contracts Administrator III

BARRICK GOLD OF NORTH AMERICA - 2011 – 2019

Key Deliverables:

- Teamed with project managers and suppliers to design and execute cradle-to-grave contracts.
- Negotiated up-front discounts with suppliers in partnership with a legal team, including terms and conditions.
- Held direct accountability for 1 core mine site contracts, including contract administration, project scope and progress, and site representative relationships.
- Created priorities and planned/managed projects and workflows to align with overall strategic plans, maximize productivity, and achieve critical deadlines.
- Collaborated with project managers to allocate resources, focusing on achieving synergy across all mine sites.
- Key Achievements Effectively coordinated contracts for Cortez and Turquoise Ridge, reducing a number of on-site contractors and delivering cost savings.
- Partnered with IT to design and develop a user-friendly contract-tracking tool that included all essential information to support contracts team.

CONTRACTS ADMINISTRATOR

ABC Corporation - 2007 – 2011

Key Deliverables:

- Managed a \$52 million budget for Berger/URS Joint Venture on a Pentagon Office Renovation/Program Management Office contract, reporting directly to company VP.
- Responsible for reviewing all subcontractor agreements and invoices, and compiling and tracking all client invoices and payments.
- Significant responsibilities and professional achievements included Performed monthly revenue assessment using cost and labor analysis, multiplier analysis, reserves analysis, and calculated estimates to project completion.

ROBERT SMITH

Contracts Administrator III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

- Used financial modeling and forecasting expertise to determine precise budget needs for DOD project continuation, resulting in a \$5 million contract extension.
- Performed financial analysis of present incurred expenditures as compared with contractual terms.
- Critically assessed potential impact of different reorganization models, including effects on project completion estimates.
- Helped to ensure contractual compliance with the Federal Acquisitions Regulations in all contractual documents, procedures, and related modifications.

EDUCATION

Master Certificate in Leadership - (UNIVERSITY OF NEVADA - Reno, NV)

