

# Contracts Administrator/Manager

## ROBERT SMITH

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

### Objective

Dedicated and motivated information technology technician with over 15+ years of experience and accomplishments looking to leverage a career in the manufacturing, administration, and information technology industries at a company that promotes growth and continuous education for individuals to expand their potential and assist in company's goals and growth.

### Skills

Microsoft, Microsoft, Excel, Powerpoint.

### Work Experience

#### Contracts Administrator/Manager

**ABC Corporation** - February 2003 - July 2004

- Review modifications, extensions, and contract closeout documents.
- Monitor vendor performance and make recommendations for improvement when appropriate.
- Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files.
- Coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices, and procedures.
- Administer large, long term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts.
- Participate in and provide support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support.
- Directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed.

#### Contracts Administrator

**ABC Corporation** - 2001 - 2003

- Administered both government and commercial contracts and subcontracts, ensuring compliance with pertinent FAR regulations as applicable.
- Prepares and tracks contract deliverables on FFP and T&M contracts.
- Acted as liaison between Accounting, Project Management, and clients on contract related issues.
- Prepared monthly financial contract analysis for each contract.
- Prepared and maintained Confidential Disclosure Agreements and associated reports.
- Reviewed invoices for accuracy.
- Assisted in preparation of proposals in response to RFPs.

### Education

Computer Science - 1991(Southeastern University - Washington, DC)