

ROBERT SMITH

Jr. Contracts Analyst

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

SUMMARY

Highly qualified Contracts Analyst with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

CORE COMPETENCIES

Project Management, Direct Mail, Email Marketing, Finance.

PROFESSIONAL EXPERIENCE

Jr. Contracts Analyst

SCOR Global Life - October 2010 – 2020

Key Deliverables:

- Drafts, analyzes, and negotiates multi-million dollar contracts for an international reinsurance company, in both English and Spanish.
- Includes demonstrating a high level of understanding of complex legal wording, identifying issues that may expose the company to unnecessary risk, and proposing wording solutions to resolve such issues.
- Reviews and incorporates data from Proposals/Letters of Intent from external clients and internal departments such as Underwriting, Pricing, and Legal.
- Obtains internal approvals of contracts terms from all departments within the company, including Executive Management.
- Serves as the main point of contact for clients during the contract negotiation process.
- Applies critical thinking to proposed wording in order to understand overall intent and how it impacts current company standards.
- Proposes wording solutions to clients and internal management in order to seek contract terms that are acceptable to all parties.

Contracts Analyst

Delta Corporation - 2008 – 2010

Key Deliverables:

- Six-month assignment with Invensys Climate Controls Americas.
- Analyzed all company contracts to merge data into a database.
- Created and managed databases to meet the needs of company goals.
- Generated reports to various levels of management.
- Managed verifications for company trades in Gas and Power markets, ensuring accurate deal entry into trading platforms Worked with high-volume.
- Drafted consignment, pricing, and rebate contracts to limit liability and reduce risk.
- Negotiated contracts directly with third parties for the sale of medical device equipment.

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EDUCATION

- Bachelor of Arts in Spanish - (Virginia Commonwealth University - Richmond, VA)