



SOPHIA BROWN

Subcontract Administrator

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Driven Subcontract Administrator with 7 years of comprehensive experience in overseeing contract management and fostering strategic vendor partnerships. Expertise in negotiation, compliance, and performance evaluation ensures project success and cost optimization. Passionate about enhancing operational efficiency and achieving organizational objectives through effective subcontract management and collaboration.

WORK EXPERIENCE

Subcontract Administrator

📅 May / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Manage administrative, technical, and schedule performance of contracts valued over \$13 million.
2. Prepare and issue requests for proposals, evaluate proposals, negotiate contracts, and manage funding allocations.
3. Oversee relationships with complex suppliers critical to program success.
4. Evaluate estimates of costs, performance requirements, and delivery schedules to ensure accuracy.
5. Collaborate with Financial Analysts and Business Management to develop negotiation strategies.
6. Coordinate with legal teams to ensure compliance with corporate policies and procedures.
7. Ensure accuracy of invoices and payments, administering them per contract terms.

Subcontract Administrator

📅 May / 2018-May / 2021

Lakeside Apparel Co

📍 Chicago, IL

1. Create and maintain compliant contract files in accordance with FAR and corporate procedures.
2. Prepare and issue contracts within delegated procurement authority.
3. Draft subcontract documents and amendments, ensuring inclusion of flow-down requirements.
4. Prepare reports and correspondence for project management and clients.
5. Maintain accurate tracking records tailored to each subcontract.
6. Ensure subcontractor files are updated, including invoice auditing and payment tracking.

EDUCATION

Bachelor of Science in Business Administration

📅 May / 2015 - May / 2018

University of California

📍 Phoenix, AZ

Focused on contract management and procurement processes.

SKILLS

Contract Management And Execution



Supplier Selection



Vendor Evaluation



Material Cost Estimation



Proficient In Contract Management Software



Budgeting Skills



INTERESTS

- 🏊 Scuba Diving 🎮 E-sports
📖 Reading Fiction 🧩 Puzzle Solving

STRENGTHS

- 👛 Stewardship 👥 Teamwork
🔗 Tenacity 📊 Vision

LANGUAGES



English

Spanish

Polish

ACHIEVEMENTS

- ★ Successfully negotiated contract terms resulting in a 15% cost reduction.
- ★ Achieved 100% compliance with Federal Acquisition Regulations (FAR) in all contracts managed.