

JAMES CLARK

Subcontracts Administrator

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PROFESSIONAL SUMMARY

Detailing 2 years of expertise as a Subcontracts Administrator, I focus on managing subcontract agreements while ensuring compliance and optimizing vendor relationships. My proficiency in negotiation and contract administration supports operational efficiency and project success. I am eager to leverage my skills in a dynamic environment to enhance subcontract management and contribute to organizational objectives.

WORK EXPERIENCE

Subcontracts Administrator

WidgetWorks Inc.

📅 May / 2024-Ongoing

📍 Denver, CO

- 1. Administered NATO subcontracts, task orders, and amendments.
- 2. Negotiated terms and conditions, analyzed pricing, and created subcontract documentation.
- 3. Reviewed client solicitations and provided outsourcing recommendations to management.
- 4. Monitored subcontractor performance, managing deliverables and invoice payments.
- 5. Maintained current knowledge of subcontract standards, plans, and policies.
- 6. Supported subcontract negotiations and ensured legal compliance.
- 7. Ensured subcontracts met customer specifications and government regulations.

Subcontracts Administrator

Crescent Moon Design

📅 May / 2023-May / 2024

📍 Portland, OR

- 1. Managed three major subcontractors across two government programs, including international proposals for NATO.
- 2. Conducted procurement activities related to subcontracts for various international projects.
- 3. Oversaw the formation of subcontracts for timely procurement of labor, services, and equipment.
- 4. Administered large, moderately complex subcontracts from RFP through closeout.
- 5. Managed janitorial and guard services subcontracts for Northrop Grumman Corp.
- 6. Ensured compliance with Northrop Grumman's subcontracting plan and FAR regulations.

EDUCATION

Bachelor of Business Administration

University of Texas

📅 May / 2022-May / 2023

📍 Portland, OR

Focused on supply chain management and contract negotiation.

SKILLS

Supplier Audits



Subcontract Management



Contract Administration



Budget Management



ACHIEVEMENTS

- ★ Successfully negotiated subcontract terms that reduced costs by 15%.
- ★ Streamlined subcontract administration processes, increasing efficiency by 20%.
- ★ Implemented compliance monitoring systems that improved adherence to regulations.