**Carolyn K. Pierson**

3219 Murphy Court

New York, NY 10005

Phone No: 212-654-9087

Email: carolynpierson@anymail.com

**Career Summary:**

Highly-professional and organized Contract Administrator with more than 5 years of experience in preparing and managing contracts to ensure maximum benefits for the organization as well as to avoid overages and any violations. Possess exceptional communication, negotiation, decision-making, and analytical skills along with the necessary legal knowledge related to contracts.

**Summary of Skills:**

* Ability to understand technicalities and legal requirements involved in business contracts
* Ability to develop, implement, and negotiate contract terms
* Strong analytical skills to easily asses risks, requirements or provisions as well as ability to remain up-to-date with latest industry trends
* Excellent problem-solving and decision-making skills to produce effective decisions, recommendations or suggestions while resolving conflicts or dealing with other tough situations
* Solid organizational skills as well as the ability to track and control variety of changes or details within contracts
* Exceptional management and leadership skills while working with managers, external partners or team members to plan successful contract strategies
* Ability to maintain high-degree of confidentiality and accuracy in job

**Work Experience:**

Senior Contract Administrator

Flynn Service Groups, New York, NY

October 2016 - Present

* Serving as the primary interface and the official point of contact for all contractual matters as well as during all the phases of contract formation and administration
* Performing end-to-end contracting process for the organization, including contract strategy development or negotiations
* Conducting contract management activities in accordance with company's policies and procedures, applicable laws and regulations
* Monitoring and ensuring timely execution of contracts, extensions, renewals and terminations
* Participating in the selection, development and training of contract staff as well as providing guidance and assistance to them along with cross-functional team members
* Advising management of contractual rights and obligations as well as providing interpretation of terms and conditions
* Researching and providing actionable recommendations in order to adhere to internal and contractual policies and procedures
* Examining estimates of materials, development, production costs and delivery schedules for accuracy and completeness as well as ensuring all the deadlines and conditions related to shipping and payments described in contracts are met
* Staying up-to-date of the legislative changes to develop and implement effective contract strategies
* Working closely with the management for timely resolution of contract-related issues
* Actively managing and overseeing the process of closing out completed contracts
* Participating in cost and pricing reviews with program management, and customer representatives

Contract Administrator

Irvine Group, New York, NY

January 2014 - September 2016

* Prepared, analyzed and reviewed various contracts in compliance with applicable laws to reduce costs, and increase profits
* Explained contractual terms and conditions to managers and interested parties thoroughly and completely as well as analyzed potential risks or issues involved within specific contract terms
* Conferred with management on amendments, contract extensions or settlements when needed
* Created appropriate language standards for existing and new contracts
* Maintained electronic database of entire business contracts as well as ensured that the pertinent contract information such as terms, expiration dates, and compliance requirements are updated
* Recommended appropriate steps to resolve contractual issues that arose in the business unit
* Coordinated, collected, and distributed weekly contract reporting
* Developed, facilitated and implemented negotiation strategies that satisfied business unit objectives as required
* Worked closely with sales team to maintain outstanding customer service and team support as well as developed and maintained strong working relationships with internal departments and clientele

Contract Administrator

Vectors Security, New York, NY

August 2012 - December 2013

* Served as the primary point of contact for service providers as well as assisted in reviewing contracts and administering related processes
* Ensured compliance with state and federal laws as well as contractor licensing statutes, rules and regulations
* Assisted in reviewing contractual documents and ensured adherence to company's policy as well as identified and solved risks or areas of concerns on contract terms and conditions
* Maintained master summary of contractual details and followed up accordingly as well as managed contractual documents retention by regularly inspecting contract database
* Ensured that all contractual terms and conditions were met before closing-out process
* Responded to inquiries from different parties or clients regarding contractual obligations, and reviews
* Assisted in negotiating with third parties during contract review processes based on contractual terms and conditions
* Scheduled meetings, phone conferences and assisted with meeting Legal department deadlines
* Worked closely with team leaders and managers to monitor daily activities of contracts department as well as to find effective ways to improve processes and reduce inefficiencies.

**Education:**

* Master of Science in Contract Management   
  New York University, New York, NY  
  2012
* Bachelor of Science in Business Administration  
  New York University, New York, NY  
  2009

**Reference:**