**Tammie S. Terry**

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**Career Summary:**

Highly-skilled and organized Contract Specialist with more than 5 years of experience in creating, reviewing and monitoring company's contracts and performing variety of contract management-related activities. Possess exceptional communication, negotiation, writing and analytical skills as well as thorough understanding of legal aspects related to business contract.

**Summary of Skills:**

* Strong knowledge of contract laws, methods, language, style guides, risk assessment, and management
* Effective communication and negotiation skills to maintain strong working relationships with upper management, clients or vendors while keeping organization's best interests in mind
* Excellent analytical and problem-solving skills to analyze accuracy of contractual terms and conditions as well as solve risks or issues related to them
* Strong writing and editing skills to write and rewrite contracts effectively and accurately as well as to avoid any kind of confusion in the agreement
* Proficiency with MS Office Suite applications, including advanced excel skills as well as database, and other file management applications
* Solid organization skills as well as ability to track and manage variety of changes within contracts
* Excellent time management skills as well as ability to handle multiple tasks simultaneously and within strict deadlines
* Adaptable to fast-paced and dynamic work environment as well as ability to think strategically and make effective decisions under tough situations
* Ability to maintain high-level of accuracy and confidentiality

**Work Experience:**

Contract Specialist

Bohemia Interactive Solutions, New York, NY

September 2016 - Present

* Applying best practices and support for generating, preparing and revising of business contracts
* Anticipating contracting issues and initiating appropriate actions to ensure they are resolved in accordance with organization's policies and guidelines
* Prepared and reviewed contract changes and amendments, payments and contract terms as well as ensured timely renewals, and planning for new contracts
* Interfacing with various internal business teams, including finance, technical accounting, etc., to ensure accurate and timely drafting of contract documents and in compliance with contracting laws and regulations
* Managing closing of contracts after ensuring all contractual terms and conditions are met
* Offering expertise and guidance on contractual matters, issues, or company policy administration
* Writing and developing contract terms and conditions in interest of the company
* Overseeing report generation activities required to monitor contract compliance as well as documenting and maintaining current contract policies and procedures
* Maintaining accurate and updated supplier or client information in database as well as creating and managing proper contract files

Contract Specialist

Avacend Groups, New York, NY

November 2014 - August 2016

* Served as a point of contact for all contractual communications and commitments as well as ensured timely review and feedback for third-party stakeholders
* Directly negotiated changes requested by clients or internal teams with respect to standard contract agreement by means of email, telephone calls, or online conferencing
* Ensured accuracy and completeness of contractual documents as well as properly reviewed them for conformance with contract terms and conditions
* Managed contract renewals, extensions, amendments, new contract requests, master purchase, and service agreements
* Participated in and contributed to the timely and efficient handling of contracts and related reporting activities
* Established and administered efficient procedures within different departments to facilitate quick and accurate response related to contractual issues
* Analyzed company's contracting process and technologies, and provided recommendations for potential improvements as required
* Liaised with appropriate company personnel, including legal and finance to understand business issues

Contract Specialist

Presidia Inc., New York, NY

August 2013 - October 2014

* Participated in the development and management of company's contracts by anticipating contract issues or actions as well as by providing guidance to technical, business and executive personnel
* Reviewed and analyzed new contracts to ensure compliance with company's objectives and standards as well as performed appropriate research legal aspects of business contract
* Assess and resolved contractual issues in a way suitable for all the involved parties
* Maintained and monitored contract files to ensure compliance with company's guidelines and regulations
* Used specific terminology and style knowledge to write and edit contracts between organization and clients
* Liaised for organization and suppliers communication as well as met with potential suppliers or clients and negotiated contract terms and conditions
* Assisted in coordinating negotiation of contractual terms and conditions

**Education:**

* Bachelor of Science in Business Administration  
  New York University, New York, NY  
  2012

**Reference:**

On request.