

Aisha Patel

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SUMMARY

Results-driven Contract Manager with over 6 years of experience in negotiating, drafting, and managing contracts. Proven ability to reduce costs and improve compliance through effective contract management strategies.

EXPERIENCE

Senior Contract Manager

Jan 2022 - Present

Tech Innovations Inc., Austin, TX

- Successfully negotiated contracts resulting in a 15% cost reduction, saving the company \$200,000 annually.
- Implemented a new contract management system that improved compliance tracking by 30%.
- Led a cross-functional team to streamline the contract review process, reducing turnaround time by 25%.

Contract Administrator

Jun 2018 - Dec 2021

Global Solutions Ltd., Dallas, TX

- Managed over 100 vendor contracts, ensuring compliance with all legal requirements and reducing disputes by 40%.
- Developed training programs for staff on contract compliance, leading to a 50% decrease in contract errors.
- Collaborated with legal teams to revise contract templates, resulting in a 20% faster approval process.

Contracts Analyst

Jul 2016 - May 2018

Innovative Tech Solutions, Houston, TX

- Analyzed contract terms and conditions, identifying and mitigating risks that saved the company approximately \$100,000.
- Assisted in the transition to digital contract management, increasing retrieval speed by 60%.
- Supported project management teams in contract negotiations, contributing to successful project completions on time and within budget.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Texas at Austin, Austin, TX • GPA: 3.7

SKILLS

Technical Skills: Contract Negotiation, Risk Management, Compliance Analysis, Cost Reduction Strategies

Tools & Frameworks: DocuSign, SAP Ariba, ContractWorks, Salesforce