

Aisha Patel

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SUMMARY

Detail-oriented and motivated recent graduate with a Bachelor of Science in Business Administration, specializing in contract management. Proven ability to manage contracts efficiently, analyze legal documents, and optimize processes to achieve cost savings and improve compliance.

EXPERIENCE

Contract Analyst Intern

Jun 2022 - Present

Tech Innovations LLC, San Francisco, CA

- Assisted in the management of over 50 vendor contracts, resulting in a 15% reduction in annual costs through effective negotiations.
- Conducted contract compliance reviews that improved adherence to terms and conditions by 25%.
- Utilized contract management software (Agiloft) to streamline document processing, saving an average of 10 hours per month.

Procurement Intern

Jan 2021 - May 2022

Global Solutions Inc., San Francisco, CA

- Supported procurement team in contract drafting and review, contributing to successful closure of contracts worth over \$1M.
- Implemented a digital filing system that improved contract retrieval times by 30%.
- Conducted market research to identify cost-saving opportunities, achieving savings of up to \$50,000.

Administrative Assistant

Sep 2018 - Dec 2020

Local Non-Profit Organization, San Francisco, CA

- Managed vendor relations and maintained accurate records of contracts and agreements.
- Facilitated communication between departments that improved project timelines by 20%.
- Coordinated events that successfully raised \$10,000 for community initiatives.

EDUCATION

Bachelor of Science in Business Administration

May 2022

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Contract Management, Data Analysis, Negotiation, Legal Research

Tools & Frameworks: Agiloft, Microsoft Excel, DocuSign