

Ayesha Patel

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SUMMARY

Results-driven Contract Manager with over 5 years of experience in negotiating and managing complex contracts. Proven track record of reducing costs and enhancing compliance through strategic management and effective collaboration.

EXPERIENCE

Contract Manager

Jan 2022 - Present

Global Solutions Inc., Atlanta, GA

- Negotiated vendor contracts resulting in a 20% cost reduction, saving the company \$250,000 annually.
- Implemented a new contract management software that improved processing time by 30%, increasing overall operational efficiency.
- Led cross-functional teams to ensure compliance with contractual obligations, achieving a 95% adherence rate.

Contracts Specialist

Jun 2018 - Dec 2021

Tech Innovations LLC, Atlanta, GA

- Reviewed and drafted contracts for key clients, increasing client satisfaction scores by 15%.
- Trained and mentored junior staff on contract processes, improving team productivity by 25%.
- Conducted risk analysis that identified potential liabilities, successfully mitigating \$100,000 in possible claims.

Legal Assistant

Jul 2015 - May 2018

Smith & Associates Law Firm, Atlanta, GA

- Assisted in contract reviews and negotiations, contributing to a 10% increase in favorable terms for clients.
- Organized contract documentation for 50+ clients, ensuring quick and easy access to critical information.
- Developed a tracking system that reduced contract retrieval times by 40%.

EDUCATION

Bachelor of Science in Business Administration

May 2018

Georgia State University, Atlanta, GA • GPA: 3.7

SKILLS

Technical Skills: Contract Negotiation, Risk Management, Compliance, Data Analysis

Tools & Frameworks: DocuSign, ContractWorks, Microsoft Excel