

Amina Khan

amina.khan@example.com • (555) 123-4567 • Seattle, WA • linkedin.com/in/amina-khan

SUMMARY

Experienced Senior Contract Manager with over 8 years in managing high-value contracts across diverse industries. Proven track record in negotiating favorable terms, reducing risks, and driving compliance, resulting in over \$5 million in savings for previous employers.

EXPERIENCE

Senior Contract Manager

Jan 2022 - Present

Global Tech Solutions, Seattle, WA

- Negotiated contracts worth over \$50 million, achieving a 15% cost reduction for the organization.
- Implemented a new contract management software, resulting in a 30% decrease in processing time.
- Conducted risk assessments that reduced potential liabilities by 20%.

Contract Manager

Jun 2018 - Dec 2021

Innovative Health Corp., San Francisco, CA

- Managed a portfolio of contracts totaling \$30 million, improving compliance rates by 25%.
- Developed training programs for staff on contract negotiation best practices, enhancing team performance.
- Streamlined contract renewal processes, saving an average of 10 hours per month.

Contracts Analyst

Aug 2015 - May 2018

Retail Solutions Inc., Los Angeles, CA

- Assisted in the negotiation of vendor contracts that resulted in a 12% cost savings annually.
- Analyzed contract performance metrics, leading to data-driven decision-making and improved outcomes.
- Collaborated cross-functionally to ensure compliance with corporate policies and regulations.

EDUCATION

Bachelor of Science in Business Administration

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

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

Tools & Frameworks: SAP Ariba, DocuSign, Microsoft Excel, Salesforce