Henrietta Quaresma-Doyle

Contract Administrator

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SUMMARY

Contract administrator with 7 years handling vendor, customer and subcontract agreements for manufacturing and government contractors. Manage a portfolio of about 400 active contracts in Icertis, cut average cycle time for standard agreements from 21 to 12 days, and built the renewal alert process that flagged $1.8M in contracts for renegotiation instead of auto-renewal. Familiar with FAR flow-down clauses and NCMA certified (CCCM).

EXPERIENCE

Contract Administrator — Brantwood Industrial Components

Charlotte, NC · Apr 2021 – Present

- Administer about 400 active vendor and customer contracts, including NDAs, MSAs, SOWs and amendments, from intake through execution and closeout.
- Introduced clause templates and an approval matrix with legal, cutting average cycle time for standard agreements from 21 to 12 days.
- Built 90- and 60-day renewal alerts in Icertis, surfacing 23 contracts worth about $1.8M for renegotiation before their auto-renewal dates.
- Track insurance certificates, delivery milestones and pricing obligations for 60 key suppliers, flagging 9 gaps to procurement before audits.

Subcontracts Administrator — Ridgemark Defense Services

Raleigh, NC · Jan 2018 – Mar 2021

- Prepared and administered 70 subcontracts and purchase orders under federal prime contracts, including FAR and DFARS flow-down clauses.
- Maintained contract files ready for DCMA review, with no findings on the 2020 purchasing system review sample.
- Processed modifications and change orders for scope, funding and period of performance within 5 business days of approval.

SKILLS

Contract types: NDAs, MSAs, SOWs, purchase agreements, subcontracts, amendments

Process: Drafting from templates, redlines, approval routing, obligation tracking, closeout

Systems: Icertis, DocuSign CLM, SAP Ariba, Excel

Regulatory: FAR/DFARS flow-downs, insurance and compliance requirements, record retention

CERTIFICATIONS

Certified Commercial Contract Manager (CCCM), NCMA, 2022

EDUCATION

B.S. Business Administration (Supply Chain concentration), UNC Charlotte, 2017

Fictional example by FindAJobAI: the person, employers and numbers are invented.