**CONTRACT SPECIALIST RESUME WORK EXPERIENCE**

**September 20XX–Present**

**Reeves Construction Company, Garden City, GA**

**Contract Specialist**

* Conduct research on regulations to ensure 26+ contracts are updated and in compliance with company and state laws
* Liaise between vendors and coordinate affairs to ensure terms are fulfilled in compliance with the contract terms and regulations
* Oversee the legal department and manage a team of 6 staff in implementing contract terms and resolving conflicts between contractors

**June 20XX–August 20XX**

**Gulfstream Corporation, Savannah, GA**

**Contract Specialist**

* Determined the need for contract amendment or extension by monitoring contract performance and conducting regular evaluations
* Developed, proofread, edited, and fact-checked 50+ legal documents weekly for accuracy and consistency
* Worked closely with 200+ contractors by clearly explaining contract terms and ensuring all parties involved understood their contractual obligations
* Quickly resolved problems as they arose and arbitrated claims or complaints that occurred in performance of contract terms