

# ELAINE DUBOWSKI

Houston, TX | (281) 123-4567 | samplersumetemplates@gmail.com

---

## CONTRACTS ADMINISTRATOR - ENGINEERING SERVICES

*Offering specialized experience administering multimillion-dollar engineering contracts*

- Coordinate prequalification and bid processes, head the drafting and placement of contract awards, and manage Request-for-Proposal (RFP) and Request-for-Quotations (RFQ).
- Well-versed in negotiating, pricing, forecasting, proposal development, and cost estimating.
- Manage all aspect of performance guarantee change-orders, progress measurements, and correspondence for contractual correctness and perimeters.
- Resolve contractual issues to drive the scope, cost, and on-time delivery and fulfillment of specialized services, from inauguration of project to completion.
- Software proficient in MS Word, Excel, and Access and proprietary systems.

## PROFESSIONAL EXPERIENCE

ENGINEERING FULFILLMENT | Houston, TX

2006 - Present

### **Contracts Administrator**

- Coordinated with staff and legal counsel and participated in the development and fulfillment of contract requirements in accordance with corporate policies and regulatory agencies.
- Managed contracts in coordination with engineering staff, legal counsel and outside contractors through completion of bid and request for proposal process and contract award.
- Analyze contracts for content, clauses, and definition of outstanding contractual matters.
- Collect documentation relating to events justifying delays and added expenses to customer.
- Review sub-contracting documents for project requirements and assign to appropriate vendor.
- Prepare documentation supporting insurance claims for damages incurred during project works.
- Provide pre-proposal and proposal preparation support and prepare negotiation minutes.
- Work with Legal, Financial Analysts and Program Officer to provide contract interpretations and pertinent information for financial reporting, business development, and arbitrations.

PRECISION TOOL SERVICES & DISTRIBUTION | Dallas, TX

2000 - 2006

### **Contracts Administrator**

- Drafted, negotiated, and managed contracts for procurement of engineering and construction services.
- Prepared bid process specifications and proposals and participated in contract negotiations.
- Examined estimates of materials, equipment services, production costs, and delivery schedules.
- Interpreted information for arbitrations and defense of potential claims by subcontractors.
- Administered change orders ensuring legal and contractual compliance and dispute resolution.

## EDUCATION

DALLAS UNIVERSITY | Dallas, TX

**B.S., Business Administration - Minor in Engineering**