

SAYALI LAWATE

1400 Bowe Ave, Santa Clara, CA 95051 | (703) 870-0661 | sayalilawate@yahoo.com

S U M M A R Y

Hard-working and motivated individual with 4+ years of experience in administering and managing a portfolio of contractual agreements from inception to execution. Experience in contract drafting, review, and negotiation and resolving contractual issues. Strong communication, problem solving and decision-making skills.

E D U C A T I O N

2011-2015 B.S. Management (EIT), Business Leadership Minor
Virginia Polytechnic Institute and State University

E X P E R I E N C E

April 2019- ***Contracts & Grants Associate, Child Trends, Incorporated***

Present

- Draft, review, and negotiate various contractual agreements such as contracts, grants, subcontracts, purchase orders, consulting agreements, non-disclosure agreements and teaming agreements
- Contribute to the review and analysis of contract requirements and terms & conditions, and communicate critical terms to relevant parties
- Conduct review of statements of work and deliverable/payment schedules, and work with project and accounting teams to resolve issues
- Own contracts inbox and process contract requests by reviewing for accuracy and completeness, routing to team members
- Update and maintain records in compliance with requirements including certificates of insurance, audit reports, and other documentation and forms
- Assist in streamlining processes, updating contractual templates, drafting and implementing process manuals, and provide training to project teams
- Assist team members in preparing proposals and completing forms per proposal requirements
- File Federal Funding Accountability and Transparency Act (FFATA) subaward reports in a timely manner; Review contracts for reporting requirements and ensure timely submission of reports

March 2017- ***Contracts Administration Associate, International Business and Technical***

March 2019 ***Consultants (IBTCI)***

- Draft, review, and negotiate consulting agreements, purchase orders, and subcontracts in accordance with AIDAR/FAR and company policies to ensure compliance
- Own contracts inbox and review contractual documents such as statements of work and

deliverable/payment schedules for accuracy, and work with project teams to resolve issues

- Assist in drafting RFPs/RFQs, cost/price analyses, negotiation memorandums, teaming agreements, and non-disclosure agreements
- Serve as the point of contact to resolve contractual issues with clients
- Assist in development of process changes, drafting process manuals, and providing training to project teams.
- Maintain up-to-date status reports and contract files

July 2015-

Order Management Specialist, Carahsoft Technology Corporation

March 2017

- Manage and process purchase orders for software vendors in an organized and timely manner, and communicate with internal sales team and external vendors on outstanding order issues
- Review sales contracts for price, order specifications, and terms related to invoicing/billing
- Create order processing training manuals and train team members on processes
- Create daily reports and maintain internal records on orders and contracts

T R A I N I N G

- NCMA SubCon Training Workshops
 - Contract Administration
 - Subcontract Compliance
 - Intro to FAR

H O N O R S

- IBTCI Spot Award
- Pamplin College of Business Dean's List