

SAYALI LAWATE

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Willing to relocate to: San Francisco Bay Area, Los Angeles, or San Diego

Available to start immediately and work remotely during pandemic

SUMMARY

Highly motivated individual with experience in administering and managing a portfolio of contracts in full compliance. Experience in contract drafting, review, and negotiation. Experience working with various departments to resolve contract issues. Strong communication, problem solving and decision-making skills.

EDUCATION

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

EXPERIENCE

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

Present

- Draft, review, and negotiate contracts, grants, 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
- Own contracts inbox and process contract requests by reviewing for accuracy and completeness, routing to team members
- Conduct review of statements of work and deliverable/payment schedule, and work with project and accounting teams to resolve issues
- Manage project reporting by reviewing contracts for reporting requirements and ensuring timely submission of reports
- Update and maintain records in compliance with requirements including certificates of insurance, audit reports, and other documentation and forms
- Assist in development of process changes and provide training to project teams. Draft and implement process manuals.
- Assist team members in preparing proposals and completing forms per proposal requirements

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

March 2019 *Consultants (IBTCI)*

- Administer consulting agreements, purchase orders, and subcontracts in accordance with AIDAR/FAR and company policies to ensure compliance
- Own contracts inbox and review contract documents such as statement of work and deliverable/payment schedule for accuracy and work with teams to resolve issues

- Assist in issuing RFPs/RFQs, draft cost/price analyses, negotiation memorandums, teaming and non-disclosure agreements
- Serve as the point of contact to resolve contractual issues with clients
- Maintain status report logs up to date, accept or reject requests based on accuracy and completeness, and report issues to supervisor
- Compile contract documentation in order to maintain contract files and hard copy files
- Assist in development of process changes and provide training to project teams. Draft and implement process manuals.

July 2015-

Order Management Specialist, Carahsoft Technology Corporation

March 2017

- Manage, process, and track orders for software vendors in an organized and timely manner, and communicate with internal sales team and external vendors on outstanding order issues
- Review contracts for accuracy and verify information is in accordance with company policies and work with sales teams to resolve issues
- Train team members, create order processing training manuals, create daily reports, and maintain records

TRAINING

NCMA SubCon Training Workshops

- Subcontract Compliance
- Successful Price Analysis Strategies
- Commercial Acquisition

HONORS

- IBTCI Spot Award, 2017
- Pamplin College of Business Dean's List