**Sherri L. Williams**

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**Senior Contracts Administrator**

A process driven professional with extensive experience in full life cycle, “cradle to grave” contract workflow, administration, and support. Known for creative solutions, and excellent cross-functional collaborations. Expertise in government contracts, vendor management, and contract database system migration, implementation, and management.

**Select Competencies:**

* **Contracts:** FAR |GSA | FAC-C Level Training | RFP | MSA | SOW | NDA | LOA | SLA | Staffing Agreements | Personal Services Agreements | Sales Contracts |.
* **Software:** Conga Contracts | ARIBA | PRISM | SAP for Public Sector | BW | QAD MFG/PRO | Contract Management System (CMS) | MediTract| | Intermediate skills in Microsoft Access | Advanced skills in Microsoft Excel using pivot tables, formulas, charts, and Import/Export |.

**Work History**

**RCM Health Care Services @ Alameda Health System 12/2019 – 01/2020**

Oakland, California

**Contract Administrator, Non-Physician**

Responsible to analyze, maintain, and negotiate formal contractual relationships with vendors regarding rates and language.

* Successfully drafted, reviewed and negotiated non-physician contracts, including master service agreements, software licenses, and other agreements to ensure compliance and identify possible business and legal risk in fast-paced, high-volume environment, which contributed to meeting departmental goals and timelines.
* Collaborated with both internal and external stakeholders to drive resolution of contract related issues keeping the project on schedule and maintained the vendor relationships.
* Registered construction contracts for public works projects with Department of Industrial Relations (DIR) via online PWC 100 form within compliance time limit, which saved money in fee avoidance and retention of state funding.

**El Camino Hospital d\b\a El Camino Health**, **02/2019 to 08/2019**

Mountain View, California

**Contracts Administrator and Government Services Executive Assistant**

Responsible to administer the contracts management process for a variety of non-physician agreements, and to Clerk for four (4) committees and boards.

* Key contributor to software migration project transitioning from MediTract to Conga Contracts, which improved contract cycle time by 30%.
* Programmed, configured, documented, tested, and implemented the new contract management system on schedule which met the organizational goals.
* Improved contract lifecycle times by successfully onboarding, training, and educating internal clients on the use of the new contracts management system and related department processes, policies, and guidelines.

**Hines Interest Limited Partnership @ Facebook, Inc**., **05/2018 to 02/2019**

Menlo Park, California

**Contracts Administrator**

Responsible to establish contract management processes.

* Created a contract database in excel for tracking and reporting of 000s of agreements across Northern California, eliminating redundancies, and saving money in leveraging economies of scale.
* Drafted, and executed facility, engineering, construction, service, software, time and material, and scope of work contracts successfully, which maintained high client satisfaction.
* Evaluated terms and conditions to assure compliance with client and company policies.

**Brandan Enterprises Inc., @ NASA Ames**  **10/2014 to 09/2017**

National Aeronautics and Space Administration

Mountain View, California

**Contracts Administrator III**

Responsible to provide acquisition support through all phases of the procurement life cycle.

* Successfully administered $MM portfolio of Federal, Aeronautical Research and Technology contracts from pre‐award to close‐out, saving taxpayer dollars.
* Monitored costs, funding, exercised options, and Acquisition Plan milestone schedule, ensuring compliance with the contract saving 000s in avoidance of late fee.
* Successfully assisted Contracting Officer in negotiation and preparation of contract award, modifications, and cost/price analysis, in accordance with the Federal Acquisition Regulation FAR/ NFS, saving time by meeting Fiscal year-end deadlines.
* Worked closely with subject matter experts (engineers, principal investigator, technical monitor, program manager Contracting Officer) to integrate appropriate terms to agreements.

**Thermo Fisher Scientific** **03/1999 to 07/2014**

Fremont, California

**Government Contract Administrator**

Responsible for working with the Sales Team in preparing, drafting, reviewing, negotiating, and administering of all government, and major customers. Also responsible as Lead of Customer Service Team to onboarding of major customers, and for new product launches.

* Analyzed, developed and drafted successful proposals to Request for Quotation, Request for Proposal, Request for Bids, Request for Information and Request for X (RFx) earning 100M+ in Federal (DoD, GSA, VA, Navy, EPA), State (CA, AR, FL, HI, NJ, OH, TX,) and local agencies contracts.
* Administered reagent and laboratory instrument sales contracts and service warranties with GPOs, Major Customers, and Original Equipment Manufacturer (OEM) contracts.
* Researched, initiated, and managed EDI process (sales orders, invoices, and purchase orders) and CSR team saving 000s in labor hours.
* Created formal and ad hoc reports using Access and Excel for Sales Operations, Finance, and Legal, to present contract initiatives and cost proposals which contributed to various winning strategies and cost savings.

**Additional Relevant Experience at Thermo Fisher Scientific**

**Education**

University of Phoenix, Lathrop, California

**Bachelor of Science, B.S**., Business Administration and Management

**Military Experience**

United States Navy, Electrician’s Mate, Petty Officer 2nd Class