

Amir Suzuki

Contract Specialist

Contract specialist with 3 years of experience in FAR-compliant contract administration, clause analysis, and cost-price analysis using Microsoft Excel and DocuSign. Identified annual cost savings of \$67,150 by renegotiating pricing terms on 7 service agreements during option-year renewals while maintaining 43 active contracts with zero audit findings.

CONTACT INFORMATION

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KEY SKILLS

- FAR and DFARS Compliance
- Contract Lifecycle Management
- Microsoft Excel
- DocuSign
- Contract Management Software
- RFP Development
- Clause Analysis
- Microsoft Word
- Cost-Price Analysis
- Records Management

PROFESSIONAL EXPERIENCE

2024 - Present

Contract Specialist, Stansbury Ridge Services LLC, Tooele, UT

- Maintained 43 active contracts in compliance with FAR clauses and internal governance requirements, clearing every quarterly audit with zero findings.
- Reviewed 27 legal documents per week, including modifications, option exercises, and delivery orders, averaging a 36-hour individual review cycle.
- Identified annual cost savings of \$67,150 by renegotiating pricing terms on 7 service agreements during option-year renewals.
- Compiled cost-comparison analyses in Microsoft Excel for 4 pending procurements each month, reducing average evaluation preparation time from 5 days to 3 days.

2023 - 2024

Contract Support Assistant, Bonneville Basin Office Group, West Valley City, UT

- Reviewed 22 legal documents weekly, including nondisclosure agreements, subcontract terms, and task-order proposals for senior contract staff.
- Maintained compliance records for 19 subcontracts, updating clause matrices in Microsoft Excel and flagging 11 missing representations within the first 3 months.
- Drafted correspondence and contract summaries using Microsoft Word, reducing senior staff review time by an average of 45 minutes per document.

EDUCATION

BS, Business Administration

Utah State University, Logan, UT | 2019 - 2023