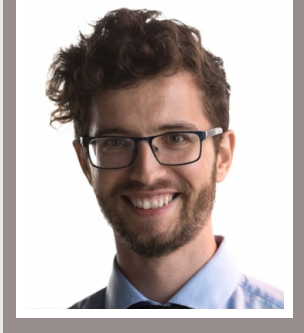




Javier Chow

Senior Contract Specialist

Certified Federal Contract Manager with 7 years of experience in contract lifecycle management, vendor performance monitoring, and FAR and DFARS interpretation. Achieved a 93.1% dispute resolution success rate through structured mediation and contract interpretation sessions while managing portfolios of up to 87 suppliers across delivery, quality, and pricing terms. Skilled in coordinating cross-functional teams spanning legal, finance, engineering, and operations using DocuSign, Microsoft Excel, and contract management software.

CONTACT INFORMATION



(802) 555-0125



javier.chow@example.com



Bennington, VT 12345

EDUCATION

- BS in Business Administration

University of Vermont, Burlington,
VT | 2015 - 2019

KEY SKILLS

- FAR and DFARS Interpretation
- Vendor Performance Monitoring
- Dispute Resolution and Mediation
- Contract Lifecycle Management
- Microsoft Excel
- DocuSign
- Contract Management Software
- RFP Development
- Source Selection Support
- Cross-Functional Team Coordination

PROFESSIONAL EXPERIENCE

Senior Contract Specialist | Green Mountain Procurement Group, Bennington, VT
2022 - Present

- Resolved 54 of 58 vendor disputes through structured mediation and contract interpretation sessions, achieving a 93.1% dispute resolution success rate over 3 years.
- Coordinated 6 cross-functional teams spanning legal, finance, engineering, and operations to develop unified positions on contract terms before vendor negotiations.
- Monitored 87 suppliers against delivery schedules, quality benchmarks, and pricing terms, conducting quarterly performance reviews and documenting corrective actions.
- Drafted contract modifications and option-year extensions using Microsoft Word and DocuSign, completing an average of 9 modifications per month within a 3-day cycle.

Contract Specialist | Otter Creek Advisory Services, Rutland, VT
2020 - 2022

- Monitored 64 vendors for FAR compliance and deliverable milestones, escalating 11 non-conformances that were each corrected within 8 business days.
- Coordinated 4 cross-functional teams during source-selection evaluations, consolidating technical and cost ratings into consensus reports averaging 14 pages.
- Resolved 19 of 21 scope and delivery disputes with subcontractors over 2 years by drafting settlement proposals and facilitating joint review meetings within 30 days each.

Contract Support Analyst | Battenkill Valley Solutions LLC, Manchester, VT
2019 - 2020

- Tracked performance metrics for 31 suppliers using Microsoft Excel, producing monthly scorecards that rated on-time delivery, invoice accuracy, and specification conformance.
- Supported 3 cross-functional review teams during pre-award conferences, compiling vendor responsibility data and past-performance references in 2 days per solicitation.
- Researched and summarized dispute precedents for senior staff, contributing to successful resolution of 17 of 19 contested change orders within 45 days each.

CERTIFICATIONS

- Certified Federal Contract Manager, National Contract Management Association | 2022