

Adley Ibarra

Contract Specialist, Contract Administration

📞 (512) 555-6841 ✉️ adley.ibarra@example.com

🌐 linkedin.com/example/adleyibarra 📍 Austin, TX 78704

STRENGTHS

- ♥️ **Agreement Stewardship**
Managed each agreement stage with clear records and timely follow up, giving administrators confidence in renewal decisions.
- ✓ **Compliance Review**
Checked terms, approvals, and supporting records against requirements, then surfaced practical revisions for review.
- 📁 **Records Discipline**
Kept paper, digital, and ERP files aligned. A clean audit file often made difficult questions much easier.
- 👥 **Stakeholder Service**
Answered vendor and staff questions through agreement history and policy research, turning uncertainty into clear next steps.
- ➦ **Clear Editing**
Proofread scopes, forms, and reports with a careful eye for dates and terminology, helping records move forward smoothly.

SKILLS

Contract Administration

Contract Drafting

MOU Agreements

Affiliation Agreements

Texas Procurement

Contract Regulations Form 1295

PIA Responses FOIA Responses

LBB Reporting Procurement Audits

Records Management

Technical Writing

SUMMARY

Contract administration professional with six years supporting public sector and higher education agreements from intake through execution, monitoring, renewal, extension, expiration, termination, and closure. Drafts **scopes of work**, contracts, standard forms, templates, MOU agreements, and **Affiliation agreements** while reviewing terms against institutional, procurement, policy, grant, state, and federal requirements. Maintains accurate paper and digital records, ERP data, approval routing, renewal notices, expiration ticklers, audit files, and closure documentation. Supports **Form 1295** records, PIA and FOIA response materials, LBB compliance reporting, board materials, and stakeholder inquiries. Brings practical experience with PeopleSoft, **Microsoft Outlook**, Excel, Word, technical editing, confidential information, independent judgment, and concurrent agreement workflows in academic and public service settings.

EXPERIENCE

Contract Specialist, Higher Education Agreements

Hill Country University 📅 April 2023 - Present 📍 Austin, TX

Manage academic, service, procurement, MOU, and Affiliation agreements within a higher education environment. Support administrators, legal contacts, finance staff, vendors, and academic stakeholders through drafting, review, approval routing, compliance reporting, audit preparation, and closure. Maintain ERP supported records and protect confidential contract information.

- Managed academic agreements through execution, renewal, monitoring, and closure using organized approval workflows.
- Drafted scopes and agreement language, then documented revisions for administrator review and institutional compliance.
- Reconciled **PeopleSoft** records with approvals, dates, renewal windows, supporting documents, and executed versions.
- Coordinated **Form 1295** information and preserved complete files for procurement and contract audits.
- Prepared **PIA** and **FOIA** response materials by gathering records with legal and administrative contacts.
- Validated **Excel** data for recurring compliance reports and **board materials**, resolving discrepancies before distribution.

Contracts Coordinator, Education Programs

Central Texas Education Cooperative 📅 June 2020 - March 2023 📍 Round Rock, TX

Coordinated vendor and interagency agreements across education programs, supporting routing, revision control, **renewals**, amendments, expiration monitoring, and digital records. Reviewed procurement documentation, maintained PeopleSoft data, answered stakeholder questions, and prepared clear status information for administrators and program teams.

- Coordinated vendor and interagency agreements across education programs with complete routing and digital records.
- Prepared renewal notices, amendments, **expiration** reminders, and closure documents before contractual deadlines.
- Reviewed procurement files for approvals, signatures, insurance records, and supporting documentation before execution.
- Compared **Word** revisions and maintained Excel trackers, giving administrators clear agreement status information.
- Entered supplier and contract data into PeopleSoft, correcting source inconsistencies before reporting cycles.
- Researched stakeholder questions through agreement history and procurement requirements, documenting practical next steps.

Stakeholder Communication

PeopleSoft ERP

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



Contract Specialist, Higher Education Agreements at Hill Country University (3.4 Years)

Contracts Coordinator, Education Programs at Central Texas Education Cooperative (2.8 Years)

Procurement and Contract Assistant, Public Services at Texas Community Services Network (1.7 Years)

Procurement and Contract Assistant, Public Services

Texas Community Services Network 📅 September 2018 - May 2020 📍 San Marcos, TX

Supported purchasing and contract activity for public service programs through solicitation organization, document review, records maintenance, renewal tracking, spreadsheet reporting, and vendor communication. Protected confidential paper and electronic files while escalating documentation exceptions with concise facts and available options.

- Organized solicitations, agreements, amendments, approvals, and vendor correspondence for purchasing activity.
- Proofread scopes, forms, and contract documents for terminology, dates, completeness, and administrative accuracy.
- Maintained confidential paper and electronic files through consistent retention and naming practices.
- Tracked renewals, **extensions**, deliverables, and expirations, alerting agreement owners before deadlines.
- Prepared spreadsheet summaries of contract status and purchasing activity for monthly review.
- Researched supplier documentation issues and escalated exceptions with concise facts and available options.

PROJECTS

Higher Education Agreement Controls 📅 2026

Contract workflow review covering MOU and Affiliation agreements, approval routing, renewal notices, expiration ticklers, ERP records, audit files, and closure documentation.

Public Records Response Support 📅 2025

Records preparation initiative supporting PIA and FOIA response materials through agreement history review, document collection, proofreading, and coordination with legal contacts.

LEADERSHIP & AWARDS

- Recognized for maintaining complete contract records and dependable renewal tracking across concurrent education agreements.
- Selected to prepare recurring compliance reports and board materials requiring accurate review of contract data.
- Trusted by administrators and stakeholders to research agreement questions and document practical next steps.

EDUCATION

Bachelor's Degree in Business Administration

Texas State University 🎓 GPA: 3.5 📅 2018 📍 San Marcos, TX

Coursework: Contract administration, business law, procurement, finance

CERTIFICATIONS

- Paralegal Certificate 📅 2022
- Texas Class C Driver License 📅 2022

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Outlook, Microsoft Excel, Microsoft Word
- **ERP Systems:** PeopleSoft, Banner, contract databases
- **Contract Documents:** Scopes of work, standard forms, contract templates
- **Agreement Types:** MOU agreements, Affiliation agreements, vendor agreements
- **Compliance Records:** Form 1295, Texas Ethics Commission, audit files
- **Public Records:** Public Information Act, Freedom of Information Act, records requests
- **Reporting Tools:** LBB reports, Excel trackers, monthly compliance reports
- **Procurement Law:** Texas procurement law, state contracting law, federal contracting law
- **Grant Compliance:** Federal grant regulations, state grant regulations, compliance reviews
- **Records Operations:** Digital files, paper files, retention practices
- **Workflow Management:** Approval routing, renewal notices, expiration ticklers

- **Writing and Editing:** Technical writing, proofreading, contract language review

PROFESSIONAL AFFILIATIONS

- Higher education contract administration professional supporting academic, vendor, finance, legal, and administrative stakeholders.
- Texas procurement and contracting practitioner with experience serving public sector and education programs.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST