**David V. Quigley**

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**Career Objective:**

I understand the importance of contracts terms and conditions for a long-lasting relationships with clients and business partners, and ensures every line in the contract agreement is simple and lucid. I want to use this principle by working as a contract analyst for your company and take care of contract management and other administrative operations.

**Summary of Skills:**

* Detail-oriented person with ability to read, write, modify, and evaluate contracts
* Ability to explain and convince clients and business partners on contracts terms and conditions
* Strong knowledge of business laws enforced by local, state, and federal governments
* Thorough understanding of contract law and contract formation
* Excellent negotiation and coordinating skills
* Strong analysis, computer, and time management skills

**Work Experience:**

Contract Analyst

Public Pharmaceuticals, Wellesley, MA

June 2013 - Present

* Liaising between business partners, clients, and management
* Writing, modifying, and explaining contracts terms to clients and business partners
* Negotiating with clients and partners on certain terms
* Generating monthly accounting reports and maintaining and updating spreadsheets
* Planning and fixing monthly administrative budget, and supporting special projects
* Resolving any issues causing rifts in business partnership

Contract Analyst

Urban Healthcare, Wellesley, MA

January 2012 - May 2013

* Reviewed contracts and ensured compliance in dosing businesses
* Prepared financial and administrative reports and distributed among staff
* Analyzed and evaluated income, expenses, and performed cost allocations
* Analyzed and validated contract pricing and ensured competitive pricing structure
* Resolved disputed claims and convinced suppliers and business partners in supporting business
* Identified ways to cut cost, increased revenue, and enhanced performance

**Education:**

* Master's Degree in Business Management  
  Wellesley University, Wellesley, MA  
  2011

**Reference:**

On request.