

THOMAS GREENE

Contract Administrator | Contract Lifecycle Management & Compliance

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1. SUMMARY

Contract Administrator with 3.5 years of experience managing the full contract lifecycle for supplier and customer agreements valued at \$48M. Reduced contract cycle time from 21 to 12 days, achieved 100% renewal tracking, and identified \$620K in savings. Skilled in contract drafting, negotiation support, risk review, and CLM systems.

2. SKILLS

Contract Management: Contract Drafting & Redlining, Negotiation Support, Lifecycle Management, Renewals & Amendments, Risk & Compliance Review, Obligation Tracking, Vendor Onboarding

Systems: Icertis, DocuSign CLM, SAP Ariba, Salesforce, Coupa, Excel (Advanced), SharePoint

Legal & Business: UCC Basics, NDAs, MSAs, SOWs, Government Contracting (FAR Basics), Procurement Policy

3. EXPERIENCE

Contract Administrator

Jun 2023 - Present

Gulf Energy Services — Houston, TX

- Administer 300+ supplier and customer contracts valued at \$48M, from request through renewal.
- Reduced average contract cycle time from 21 to 12 days by building standard templates and approval workflows in Icertis.
- Achieved 100% on-time renewal tracking and prevented 14 lapses that would have disrupted operations.
- Identified \$620K in savings through pricing audits and clause renegotiation.
- Partner with Legal, Procurement, and Finance to review terms, flag risk, and ensure compliance with company policy.

Contracts Coordinator

Jul 2022 - May 2023

Lone Star Industrial Supply — Houston, TX

- Prepared and executed 150+ NDAs, purchase agreements, and amendments.
- Maintained contract repository with 98% metadata accuracy.
- Created monthly contract status reports for the Procurement Director.

4. HIGHLIGHTS

Process Improvement Award 2024; led CLM system migration of 1,200 legacy agreements.

5. EDUCATION

Bachelor of Business Administration, Business Law

University of Houston — Houston, TX
2022 | GPA 3.5

6. CERTIFICATIONS

- Certified Commercial Contracts Manager (CCCM) — WorldCC
- Certified Federal Contracts Manager (CFCM) — in progress
- Icertis Administrator Certification