

Aanya Chang

Contracts Coordinator

📞 (480) 555-3148

✉️ aanya.chang@example.com

🌐 linkedin.com/example/aanyachang

📍 Tempe, AZ 85281

STRENGTHS

- ☰ **Contract lifecycle control**
Managed solicitation, award, performance, amendment, invoice, and closeout records, keeping busy assignments orderly when priorities shifted.
- ♥️ **Clear scope development**
Turned field requirements into practical scopes and deliverables. A careful question early often prevented confusion later.
- 🗨️ **Vendor communication**
Set clear expectations with contractors and warrantors, then documented follow up so routine issues stayed manageable.
- ✅ **Invoice accuracy**
Compared charges with pricing schedules and completed work records. Quiet corrections helped payment move forward cleanly.
- 👥 **Public service support**
Supported parks, facilities, and community spaces with steady customer service. Staff could count on timely answers.

SKILLS

Contract coordination

Contract lifecycle

RFP development IFB evaluation

Scope development

Service contracts

Commodity contracts

Vendor relations Invoice review

Payment documentation

Contract files Procurement records

Deadline tracking

Customer service

Public sector operations

SUMMARY

Contracts coordinator with four years of experience administering service, commodity, maintenance, and performance agreements in public sector and facilities settings. Manages concurrent contract lifecycles from solicitation and award through performance tracking, invoice review, amendments, and closeout. Develops RFP and IFB packages by translating operational needs into clear **scopes of work**, **design requirements**, deliverables, evaluation criteria, and service levels. Maintains organized procurement records, **contract files**, correspondence, approvals, and payment documentation. Builds productive relationships with program teams, vendors, contractors, and warrantors through clear expectations and timely issue resolution. Brings steady **customer service**, careful deadline control, and practical judgment to contracts supporting parks, facilities, landscapes, and public spaces. Maintains a valid unrestricted driver license and can contribute dependable contract coordination within a municipal environment.

EXPERIENCE

Contracts Coordinator

Desert Ridge Civic Services 📅 February 2024 - Present 📍 Tempe, AZ

Coordinates service, commodity, landscape maintenance, and facility support agreements for public facing properties. Owns **solicitation** records, award documentation, amendments, invoices, performance follow up, and closeout files while partnering with program staff, contractors, and warrantors.

- Built RFP packages from program intent, service levels, design needs, deliverables, and evaluation criteria.
- Tracked concurrent contract milestones, renewals, approvals, submissions, and **completion** requirements for manager visibility.
- Checked contractor **invoices** against pricing schedules, authorized work, and supporting records before **payment** routing.
- Resolved vendor questions through documented schedules, deliverables, access needs, and corrective follow up.
- Maintained audit ready electronic files for **parks**, **facilities**, and community use spaces.
- Coordinated contract performance records across service, commodity, landscape, and facility support agreements.

Contract Administration Specialist

Sonoran Facilities Partnership 📅 June 2022 - January 2024 📍 Chandler, AZ

Administered maintenance and facility service agreements from intake through completion. Prepared solicitation materials, organized approvals and insurance records, reconciled invoices, and kept managers informed about vendor performance, expirations, deliverables, and documentation gaps.

- Organized scopes, quotes, approvals, insurance records, purchase documents, and vendor communications for maintenance contracts.
- Prepared RFP and IFB materials, then compared vendor responses against stated submission requirements.
- Translated facility needs into clear scope language during structured meetings with operations staff.
- Reconciled monthly invoices with contract terms and completed work records before payment processing.
- Documented vendor meetings, expectations, schedule concerns, and routine performance resolutions for shared reference.
- Reported contract status, upcoming expirations, deliverable dates, and documentation gaps across active assignments.

PROJECTS

Public Space Services Solicitation 📅 2025

LANGUAGES

English	Native
Mandarin Chinese	Intermediate

MY CAREER



- Contracts Coordinator at Desert Ridge Civic Services (2.6 Years)
- Contract Administration Specialist at Sonoran Facilities Partnership (1.6 Years)

A busy facilities calendar exposed gaps in solicitation records. Organized an end to end RFP and IFB package model covering scope language, deliverables, evaluation needs, approvals, vendor questions, invoice records, and closeout documentation for public space services.

Facility Contract Invoice Review 📅 2024

Small invoice discrepancies created avoidable delays. Built a practical review workflow matching pricing schedules, authorized work, completed service records, and supporting documentation before payment routing, giving staff a clearer path from contractor submission to approval.

LEADERSHIP & AWARDS

- Contract Administration Fundamentals Certificate, recognized for focused professional development in contract coordination, procurement records, and vendor administration.
- Public Service Contract Coordination Recognition, acknowledged for dependable file control, invoice review, and responsive support across facility assignments.

EDUCATION

High School Diploma

Corona del Sol High School 🎓 GPA: 4.0 📅 2022 📍 Tempe, AZ

Coursework: Public administration, business communication, records management, customer service

CERTIFICATIONS

- Contract Administration Fundamentals Certificate 📅 2025
- Valid Unrestricted Driver License 📅 2026

TECHNICAL SKILLS

- **Contract Administration:** Contract lifecycle, contract closeout, contract amendments
- **Solicitation Methods:** RFP, IFB, vendor solicitation
- **Scope Documentation:** Scopes of work, design requirements, service levels
- **Procurement Records:** Procurement files, purchase documentation, approvals
- **Vendor Coordination:** Vendor communication, contractor coordination, warrantor relations
- **Invoice Processing:** Invoice review, pricing schedules, payment routing
- **Performance Tracking:** Deliverable tracking, performance records, corrective follow up
- **Facilities Services:** Landscape maintenance, facility support, public spaces
- **Records Management:** Electronic files, correspondence, audit records
- **Schedule Management:** Renewal dates, contract milestones, deadline tracking
- **Public Administration:** Municipal operations, public agency coordination, customer service
- **Compliance Documentation:** Insurance records, submission requirements, contract documentation

PROFESSIONAL AFFILIATIONS

- Public sector operations collaboration, supporting program staff, contractors, warrantors, and facility stakeholders through clear documentation.
- Parks and facilities service coordination, connecting operational needs with scopes, schedules, deliverables, and vendor follow up.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST