

# Sadia Murray

## Engineering Contract Writer /Buyer

Thornton, CO

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Authorized to work in the US for any employer

### WORK EXPERIENCE

#### **Subcontracts Professional**

CH2M - Englewood, CO - 2016-02 - Present

- Manage a confidential program for CH2M
- Request, analyze and award bids
- Create and modify awards, purchase orders and contracts
- Negotiate contract terms
- Solicit, expedite, process and track manage project submittals
- Review and approve subcontractor and vendor pay requests in a timely manner
- Provide administration of subcontracts throughout a project
- Lead / co-lead subcontract negotiations for optimal cost, quality and schedule
- Use Oracle and Ariba daily to manage the work queue

#### **Engineering Contract Writer (contractor through The Job Store)**

Colorado Department of Transportation (CDOT) - Denver, CO - 2016-02 - 2016-11

- Write new task orders and time extension orders while paying attention to detail, sentence structure, and proper use of contractual clauses
- Research current contracts to make sure the task order is in compliance with the contract
- Work with CDOT Engineers to gather all the documentation needed to issue a Notice to Proceed for new task orders.
- Use SAP to write task orders and Trello to manage the work queue

#### **Sr. Buyer**

Droplet Measurement Technologies - Boulder, CO - 2015-08 - 2015-10

contractor through AppleOne)

- Manage purchasing, planning, and Inventory using Mas90 and Google Docs
- Analyze product demand in relation to requirements of the commodity
- Assure commodity is delivered on schedule, at the negotiated price, and meets the quality standards of the company

#### **Buyer/Product Manager**

Arrow Electronics Inc - Englewood, CO - 2005-09 - 2014-10

- Managed and purchased products for end customers in a timely and proficient manner
- Participated in meetings with multiple suppliers to improve delivery and negotiate cost reductions/pricing
- Discovered a billing error and recovered \$50K for the company
- Developed opportunity specific price proposals for customer
- Resolved accounting, receiving, and quality issues to ensure I maintained a material pipeline
- Scheduled and maintained \$43M inventory at an optimum level

- Forecasted inventory using Manugistics
- Kept sales teams informed on delays and changes in inventory
- Expedited purchase orders to receive parts on time
- Developed long-term relationships with suppliers
- Oversaw team in absence of supervisor. Duties included providing guidance and resolve conflicts

### **Sr. Billing Representative**

XO Communications - Lone Tree, CO - 2004 - 2005

Calculated and generated monthly bills for a Telecommunications company

- Identified discrepancies between systems and product requirements
- Analyzed and compared sales and provisioning information resident in Siebel and TBS to ensure the products ordered were the products provisioned

### EDUCATION

#### **MBA in e-Business**

Colorado Technical University - Denver, CO  
2002

#### **MBA in Management & Marketing**

Al-Hajvery University - Lahore  
1997

#### **BA in Economics & Political Science**

Kinnaird College - Lahore  
1995

### ADDITIONAL INFORMATION

#### OTHER SKILLS

MS Office Word, Excel, PowerPoint, Outlook, Oracle, SAP