

# Melissa Barone

8965 E. Florida Ave., # 3-308, Denver, CO 80247 ● (720) 231-9258 ●  
mgbarone03@gmail.com

An experienced contracts administrator with the skill to align complex needs with contractual requirements; calculating risks to minimize loss and easily interprets facts to draw conclusions; a rigorous precise thinker and planner diligent in attention to details to ensure quality and accuracy; identifies factors for project's success and keeps it focused utilizing quality standards to achieve results while honoring operating procedures.

## Professional Experience

### **Catholic Health Initiatives, Englewood, CO**

*April 2018 - Present*

*Vendor Management Operations Analyst*

- Monitor forecasts and consumer data for changes and offered solutions
- Identify root causes and corrective actions to meet short and long-term business goals
- Predictive analysis, financial planning, and forecasting
- Analyze the trends and retention rates of over 750 accounts

### **TwentyEighty, Inc., Littleton, CO**

*Contracts Administrator*

*June 2017 -*

*February 2018*

- Develop and maintain 30/60/90-day Aging Report for review with Department Manager, Project Managers and Internal Stakeholders.
- Drafting of Non-Disclosure Agreements (NDA), Master Service Agreements (MSA), Statements of Work (SOW), SaaS (Software as a Service), Revenue Recognition Contracts, Executive Summaries and (RFP) Requests for Proposals
- Audit current contracts for completeness and work and executing changes as needed

### **Rise Broadband, Englewood, CO**

*Contracts Administrator*

*October*

*2016 - June 2017*

- Increased cash flow by reducing invoicing backlog from four months to less than 14 days; current status is maintained, contributing to customer satisfaction
- Assessed risks while drafting, negotiating and prior to presentation of contract to management
- Prepared accurate and detailed schedule of contract commitment for preparation of budget and annual audits
- Collaborated with coworkers to streamline contracting methods to promote higher efficiency
- Assisted with the development of contract template language and requirements

## **MarkWest (acquired by Marathon Oil), Denver, CO**

*Contracts Administrator*  
*August 2016*

*July 2015 -*

- Acted as a liaison and consultant to various departments regarding contracts and agreements
- Responsible for entry of contract related data into company tracking and financial databases
- Saved over \$7,000 by resolving state audit tax requirements for Pennsylvania and Ohio

## **JBS USA, LLC, Greeley, CO**

*Contracts and Tax Analyst*  
*- June 2015*

*May 2010*

- Contract review and audit activities in support of a major acquisition of Pilgrim's Pride Corporation
- Ensured the timely filing of applications for business licenses and annual renewals
- Contract review and audit in support of the major acquisition of Pilgrim's Pride Corporation
- Drafted contract amendments, termination letters and tax penalty abatement letters
- Preparation and filing of applications for business licenses and annual reporting

## **Sun Microsystems, Broomfield, CO**

*Tax Accountant*  
*February 2010*

*March 2006 -*

- Calculated prepaid expenses, accrued compensation, charitable contributions, depreciation and permanent items for federal tax return; prepared sales and use tax filings
- Assisted the Tax Audit Manager to complete a federal audit in response to IRS Notices of Proposed Assessments (NOPAs)

## **Education**

### **University of Denver - Graduate Tax Program**

LL.M. (Masters of Law-Taxation)

### **University of Denver - Sturm College of Law**

Juris Doctor

### **University of Colorado at Denver**

B.A., Political Science