

# Construction Contract Specialist

## Ryan Thompson

### Professional summary

Experienced Construction Contract Specialist with expertise in managing complex contracts for large-scale residential, commercial, and infrastructure projects. Skilled in contract negotiations, subcontractor management, dispute resolution, and compliance with state and federal regulations.

### Experience

#### Senior Contract Specialist

March 2016 - Now

Turner Construction Company / Denver, CO

- Lead contract compliance reviews and ensure adherence to state and federal regulations throughout project lifecycles.
- Collaborate with architects, engineers, and project managers to define project scopes, deliverables, and budgets.
- Resolve contract disputes promptly, implementing cost-saving strategies that prevent project delays.
- Train and mentor junior contract specialists and project managers on contract best practices and legal compliance.

#### Contract Administrator

January 2011 - February 2016

Skanska USA / Seattle, WA

- Assisted in preparing cost estimates and bid proposals, contributing to the successful procurement of major projects.
- Developed and implemented procedures to streamline contract review and approval processes, reducing processing time by 30%.
- Worked closely with legal teams to resolve contractual issues and mitigate risks.

#### Contract Coordinator


June 2007 - December 2010


McCarthy Building Companies / Denver, CO


- Assisted in the preparation of RFQs, RFPs, and bid documentation for subcontractors and vendors.
- Monitored project timelines and budgets to ensure on-time and on-budget project delivery.

### Additional Information

- Volunteered as a mentor for the **National Youth Construction Program**, offering guidance on contract administration and project management to emerging professionals in the construction industry.
- **Publications:** Author of "Best Practices for Effective Contract Management in Construction," published in the **Journal of Construction Management**, 2021.

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### Education

#### Bachelor's Degree in Civil Engineering

University of Colorado at Boulder

United States, Graduated: May 2009


### Certifications & Licenses


- Certified Construction Manager, March 2021
- Certified Construction Contract Administrator, October 2020
- Project Management Professional, June 2019


### Skills


Knowledge of construction law 

Subcontractor management 

Budgeting and financial analysis 


Dispute resolution strategies to resolve conflicts 

Blueprint interpretation and project scope definition 

Advanced proficiency in project management software 

### Awards

 Excellence in Contract Management Award, 2019

 Top Performer in Project Compliance, 2014