

Megan Sorensen

CONTRACT ADMINISTRATOR

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SUMMARY

Contract administrator with 4 years in commercial construction, managing owner contracts, subcontracts and change orders for Seattle projects worth up to \$120M. Keeps contract files, insurance and lien releases complete in Procore and SharePoint, and catches cost and schedule risk in contract language early. Brings attention to detail and organizational skills to busy project teams.

SKILLS

Other Skills: Contract Administration, Change Orders, Contract Compliance, Subcontract Agreements, Procore, SharePoint, Excel, Word, Attention to Detail, Organizational Skills

EXPERIENCE

Contract Administrator

02/2024 - Present

Puget Crest Builders

Seattle, WA

General contractor building offices, labs and multifamily housing across King County.

- Manage contract administration for 6 active projects totaling \$410M, from bid award to final closeout.
- Draft 140 subcontract agreements a year in Word from company templates, adjusting scope and insurance exhibits per trade.
- Process 300 change orders a year in Procore, checking each against owner approvals and contract compliance terms.
- Track certificates of insurance and lien releases in Excel, keeping 100% of pay applications compliant.

Project Coordinator

06/2022 - 01/2024

Cascade Line Construction

Tacoma, WA

Public works contractor focused on schools and municipal buildings.

- Coordinated RFIs, submittals and meeting minutes for 3 public school projects worth \$85M.
- Organized the SharePoint contract and document library for 45 subcontractors.
- Compiled monthly pay applications and backup, with every application paid within 30 days.
- Verified certified payroll for prevailing wage compliance on 2 state-funded projects.

EDUCATION

Bachelor of Science

06/2022

University of Washington

Seattle, WA

Construction Management

CERTIFICATES

Certified Construction Contract Administrator (CCCA)

Construction Specifications Institute

05/2025