

HANNAH KOWALSKI

CONTRACTS ASSOCIATE

CONTACT

@ hannah.kowalski@email.com

☎ (512) 555-0142

🏠 Austin, TX

🌐 [linkedin.com/in/hannahkowski](https://www.linkedin.com/in/hannahkowski)

SKILLS

- Contract Drafting
- Contract Review
- NDAs
- Commercial Contracting
- DocuSign
- Excel
- Word
- Outlook
- Attention to Detail
- Written and Verbal Communication Skills

EDUCATION

Bachelor of Arts

05/2024

The University of Texas at Austin

Austin, TX

Government

CERTIFICATES

Certified Contracts Management Associate (CCMA)

09/2025

National Contract Management Association

SUMMARY

Contracts associate with 2 years in commercial contracting and legal support, now handling NDAs, order forms and vendor agreements at an Austin software company. Drafts first versions from approved templates, tracks 300+ active agreements and manages signatures in DocuSign. Brings attention to detail and strong written and verbal communication skills to work with sales, finance and legal.

EXPERIENCE

Contracts Associate

04/2025 - Present

Bluebonnet Ridge Software

Austin, TX

B2B software company with 1,100 customers and a 4-person legal team.

- Draft **40** NDAs, order forms and vendor agreements a month from approved templates for attorney review.
- Review customer paper against the contract playbook, flagging liability, payment and renewal terms for legal approval.
- Send agreements for signature in DocuSign and keep 300+ active contracts current in the contract database.
- Built an Excel renewal tracker that gives sales 90 days' notice on 120 auto-renewing customer contracts.

Legal Assistant

06/2024 - 03/2025

Capitol Avenue Legal Group, PLLC

Austin, TX

Business law firm with 6 attorneys serving small and mid-size companies.

- Formatted and proofread 25 commercial leases and service agreements a month in Word for 3 attorneys.
- Maintained 1,500 client matter files and deadlines in the docketing calendar with zero missed dates.
- Compiled signature packets and closing binders for 18 small-business purchase and financing transactions.
- Tracked contract review requests in Outlook and Excel, giving attorneys a weekly status list.