

Elena Vasquez

Contracts Coordinator

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📍 Denver, CO

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Summary

Contracts coordinator with 2 years in supply chain contracting at a Denver health system, supporting 4 contract managers on 900 vendor agreements. Sets up and tracks contracts in SAP, manages approvals in DocuSign and keeps the SharePoint contract library audit-ready. Brings attention to detail and organizational skills to deadline-heavy work, and works independently once priorities are set.

Experience

Contracts Coordinator

05/2025 - Present

Front Range Health Partners

Denver, CO

Nonprofit health system with 6 hospitals and \$1.1B in yearly purchased services and supplies.

- Coordinate contract administration for **900** vendor agreements, from intake request to fully executed copy.
- Record terms, pricing and expiration dates in SAP, keeping the contract database 98% accurate in quarterly audits.
- Manage 60 approval and signature workflows a month in DocuSign, cutting average cycle time from 21 to 13 days.
- Send Outlook reminders to contract managers 120 days before expiration, preventing 14 contract lapses in 2025.

Purchasing Assistant

03/2024 - 04/2025

Cherry Creek Building Products

Denver, CO

Building materials distributor with 4 yards and about 300 suppliers.

- Processed 250 purchase orders a month in SAP, matching each to supplier quotes and approved pricing.
- Maintained certificates of insurance and W-9 files for 180 suppliers in SharePoint.
- Reconciled invoice pricing against contracts in Excel, recovering \$42K in overcharges in one year.
- Coordinated onboarding forms for 35 new suppliers with accounts payable and receiving.

Education

Bachelor of Science

12/2023

Metropolitan State University of Denver

Denver, CO

Business Administration

Skills

- Contract Administration
- SAP
- DocuSign
- SharePoint
- Excel
- Outlook
- Word
- Microsoft Office
- Attention to Detail
- Organizational Skills