

# Olivia Hendricks

## Senior Contracts Administrator

📍 Colorado Springs, CO    📞 (719) 555-0146    ✉️ olivia.hendricks@email.com    🔗 linkedin.com/in/oliviahendricks

### SUMMARY

Senior contracts administrator with 7 years of contract administration on space and missile defense programs in Colorado Springs. Manages CPFF, FFP and T&M prime contracts worth \$420M from proposal to closeout, with full FAR/DFARS compliance. Uses contract drafting, negotiation and attention to detail to keep scope, funding and deliverables aligned.

### EDUCATION

**Bachelor of Science** 05/2019  
University of Colorado Colorado Springs Colorado Springs, CO  
Business Administration

### EXPERIENCE

**Senior Contracts Administrator** 04/2022 - Present  
Pikes Ridge Space Systems Colorado Springs, CO

*Satellite ground systems contractor with 1,600 employees.*

- Administer **22** prime contracts worth \$420M, including CPFF development and FFP sustainment awards.
- Negotiated 35 modifications in 2025 covering scope growth, incremental funding and option exercises.
- Draft contract letters, NDAs and teaming agreements, cutting outside counsel review time by about 40%.
- Track deliverables and funding in Excel and the Microsoft Office Suite, holding on-time CDRL delivery at 98%.

**Contracts Administrator** 06/2019 - 03/2022  
Monument Creek Defense Electronics Colorado Springs, CO

*Defense electronics firm with 500 employees serving Air Force and Army customers.*

- Managed 30 FFP and T&M contracts and 200 modifications for Air Force and Army customers.
- Reviewed solicitations for FAR/DFARS clause risk and contract types, briefing bid teams within 3 days.
- Closed out 18 completed contracts, settling final rates and government property records.
- Organized 600 contract files in a SharePoint index used in 2 government reviews with no findings.

### SKILLS

Contract Administration • Contract Types • CPFF • FAR/DFARS • Contract Drafting  
Negotiation • Microsoft Office Suite • Excel • SharePoint • Attention to Detail

### CERTIFICATES

**Certified Federal Contracts Manager (CFCM)**  
National Contract Management Association  
10/2023