

Brianna M. Perry

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EXPERIENCE, QUALIFICATIONS, and SKILLS

- Change Management
- Results Oriented
- Ownership
- Adaptable
- Self- Motivated
- Detail Oriented
- Communication Skills
- Quick learner
- Problem-Solver

EDUCATION

- *Associates of Applied Science-Paralegal- South Puget Sound Community College (2018)*
- *Bachelors of Arts- Evergreen State College (2023)*

EMPLOYMENT

Contracts Specialist 3-

Washington State Office of the Attorney General, Olympia, Washington, September 2023- Current

- Create and maintain templates for contracts and ensure that templates are available for use agency-wide.
- Oversee and supervise all phases of a contract life cycle for all AGO contracts.
- Monitor and ensure compliance of contracts such as reviewing, drafting, revising and negotiating contracts, monitoring contract performance and compliance, recommending improvements and innovation related to contract processes and ensuring contract accuracy.
- Negotiate and prepare complex contracts.
- Advise and assist staff and outside entities on the contract process from initiation to completion.
- Serve as main point of contact for all contracts, amendments, terminations and closeouts.
- Develop and maintain a list of authorized contract signatories.
- Supervise several contracts specialists engaged in day-to-day contract work.
- Coach and mentor team members and provide training and guidance.

Contracts Manager-

Amazon.com, Real Estate Legal, Seattle, Washington, January 2022- September 2023

- Determine, draft, and finalize complex contracts, non-disclosure agreements, amendments, letters, and notices for the various real estate transactions.
- Provides assistance throughout the execution process of Non-Disclosure Agreements which includes drafting, reviewing proposed changes and assessing associated risk.
- Collaborate with internal and external stakeholders on strategizing new process improvements.
- Responsible for ensuring the on/off-boarding process is completed for all contract vendors within the Operations Division.
- Provides consultation, technical training, and support for 105 direct reports.
- Advise on appropriate policies and procedures to follow when performing support duties related to contracts compliance.

- Create and execute pre-approved template contracts.
- Facilitate quarterly budget reports ensuring projects are compliant with our billing standards and forecasting next year's retainer estimates.

Contracts Specialist 3-

Department of Enterprise Services, Real Estate Services (RES), Olympia, Washington, January 2021- January 2022

- Prepared a variety of legal documents necessary to acquire, dispose of, and lease state facilities.
- Review, draft, and execute leases, amendments, notices, and letters for various real estate transactions.
- Ensured all active lease projects were established in RES systems, such as share drive, time reporting software, and Lease Inventory System.
- Reviewed legal documents of professional staff to ensure that the product was compliant with policies and procedures.
- Collaborated with the Office of the Attorney General on lease provisions and other related actions, as necessary.
- Served as record retention policy expert over executed lease records in coordination with the Secretary of State policies.
- Performed research when conducting audits on contracts confirming property legal descriptions.

Property and Acquisition Specialist 4-

Department of Enterprise Services, Real Estate Services, Olympia, Washington, May 2019- January 2021

- Initiated, negotiated and executed complex real estate transactions such as lease renewals and new leases for newly acquired space.
- Managed a portfolio for the Southwest Territory with over 100 leases,
- Worked collaboratively with RES architects in assisting in management of alterations and tenant improvements in leased facilities,
- Assisted in acquiring new space for state agencies,
- Worked collaboratively with the Office of Financial Management (OFM) in executing space acquisition as defined by OFM approved modified pre-designs.
- Negotiated, drafted, and executed complex real estate legal documents with the assistance of a Contracts Specialist and Assistant Attorney General including leases, authority to pay, lease amendments, lease exhibits, rental agreements, subleases, extensions, lease termination, advertising proposals, rejection letters, and successful/non-successful proposal letters to proposing clients.
- Reviewed leases to comply with statutory laws pertinent to projects.
- Advised, recommended, and/or resolved with client agencies aspects of leasehold activities including availability, costs, leasehold values, liability terms and conditions, project status, solicitation, market conditions, parking issues, facility maintenance issues, and landlord/tenant disputes.

Administrative Assistant 3-

Labor and Industries, Crime Victims Compensation, Tumwater, Washington, January 2018- May 2019

- Kept manager apprised of key issues and priorities that need attention. Anticipated needs and delegated responsibilities of lower-level issues.
- Established and maintained a tracking system for incoming and outgoing program assignments.
- Scheduled meetings, managed calendars, prepared travel documents, screened incoming mail and phone calls.
- Worked with the Account Services supervisor and tracked various projects assigned to staff to ensure timely completion.
- Maintained and tracked position and their movement and reallocations.
- Worked with Facilities, IT and Voice and Video to coordinate workstation moves and changes.
- Served on the Crime Victims' policy team.
- Served on the Crime Victims awareness team.

Office Assistant Lead

Labor and Industries, Legal Services Program, Tumwater, Washington, July 2015- January 2018

- Provided essential administrative support for the Structured Settlement unit by using strong attention to detail.
- Answered all questions from injured workers, employers and attorneys throughout the settlement process.
- Coordinated the tracking of the injured worker's settlement applications and internal settlement referrals.
- Utilized strong organizational skills to execute quarterly mass mailer for the unit consisting of 1500 letters.
- Utilized SharePoint, Excel, Word and internal applications to assist in measuring quality assurance and process improvement.
- Developed and maintained accuracy of training manual.
- Applied Washington Administrative Code and the Revised Code of Washington in daily work practices.
- Reviewed Structured Settlement contracts before submitting documents to the Attorney General's office.

Leasing Consultant

American Property Management- Lacey, Washington, August 2013- December 2014

Weidner Property Management- Kent, Washington, February 2013- August 2013

Holland Residential- Vancouver, Washington, May 2011- October 2012

- Performed all duties within procedural and policy requirements.
- Position required strong interpersonal communication and listening skills to conduct effective business between prospects and residents.
- Performed follow up activity with other local communities to maintain a competitive stance within the market.
- Assembled late notices and/or balance owing to residents with an unsettled balance.

- Maintained a high-level of customer service and positive attitude while having the opportunity to resolve customer complaints.
- Created a new marketing technique that was implemented company wide.
- Performed a monthly audit and ensured the office was equipped with supplies that were in accordance with company standard.
- Satisfied a required 30% closing ratio for sales.