KEIFER MCINTYRE

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PROFESSIONAL SUMMARY:

Experienced and accomplished contracts manager with more than 20 years of success in commercial contracting environments. Highly adept at defining and implementing best practices, standard, processes and tools to achieve objectives and goals. Proven track record of developing and executing strategies that reduce cost, improve production, and increase profitability. Keen sense of business needs with exceptional aptitude for managing large-scale projects from inception to completion. Leverage strong analytical, collaborative and decisive leadership to capitalize on market opportunities and propel obligational growth. Strong rapport with vendors, customers and team members, creating a positive corporate environment of confidence and trust.

KEY QUALIFICATIONS:

Strategic Contracts Management - Supplier/Customer Contract Negotiation; Drafting and Reviewing Contracts
Contract Solution Management with proficiency in contract management applications
20 years of legal and business contract experience
Innovative Problem Solver with excellent communication skills

SKILLS: Apttus, SalesForce, Oracle, Order Entry, SharePoint, MS Office, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, Adobe Sign, Nuance Power PDF Advanced, DocuSign, and Workshare.

PROFESSIONAL EXPERIENCE:

NortonLifeLock Inc. (fmr. Symantec), Mountain View, CA   **August 2017 – Present**
Contracts Manager, Contracts Department
- Responsible for the development, review, and maintenance of Contracts Management and Contracts Management Systems.
- Establish and maintained the Contract Management Tool as an integral part of the Contract Management System.
- Ensure that the Day to day commercial contracting work flow is effectively coordinated and managed.
- Manage daily workload of assigned personnel work flow and assists where necessary.
- Define and implement the communication and documentation management process.
- Manage a team responsible for a full range of contracts.
- Support in integration of contracts from the LifeLock acquisition into Salesforce enabled application via Apttus.
- Systems migration of contracts into Salesforce with all related documentation.
- Modify standard Assignment and Duplication Consent letters.
- Negotiate new or replacement contracts using standard legal templates.
- Perform review/summary of sales contracts.
- Revise/rebrand standard legal templates.

Pattern Energy Group Inc., San Francisco, CA   **May 2016 – August 2017**
Contracts Administrator, Contracts Department
- Review documents and identify basic metadata, input same into SharePoint at the time document is uploaded.
- Coordinate receipt of documentation from legal, development and operations personnel and from outside counsel.
- Ensure authorized signatories with documents.
- Liaise with commercial team to obtain countersigned documents from counter-parties.
- Version management of documents received and ensure current documents are uploaded to the SharePoint database.
- Coordinate, manage and maintain inventory of documents in off-site storage.
- Communicate with external counsel to obtain closing documents.
- Assist with Closing activities and documentation, including management of signature pages.

Lennar Urban, San Francisco, CA   **January 2016 – February 2016**
Contracts Manager, Contracts Department
- Maintained all contract and log files to ensure customer success.)
- Initiated contracts, change orders, purchase orders, back charges and one line contracts ensuring accuracy (i.e., coding, signature, amounts, etc.).
- Prepared and finalized contracts for completion of each trade.
- Acted as a liaison and collaborated with the Accounting Department to ensure prompt payment for Subcontractors.
- Inputted and maintained contract documents in designated area
- Engaged with subcontractors in regards to all contract correspondence.
- Managed contracts by negotiating terms and requirements.

iPass Inc., Redwood Shores, CA   **April 2010 – November 2015**
Senior Contracts Manager, Legal Department

- Reviewed, negotiated and processed a high volume of commercial contracts for products and services for different business units (including Sales, Finance, and Order Management).
- Provided end-to-end administrative support for the sales cycle from contract drafting to signature and implementation.
- Streamlined and improved internal contract approval process by implementing contract software through Salesforce, SharePoint, and DocuSign.
- Processed miscellaneous agreements such as consulting, vendor, supplier, and corporate compliance agreements for the IT, Finance, HR, Marketing, and Accounts Payable Departments.
- Developed and maintained SOX compliant processes for contract development, negotiation, review, approval, tracking and monitoring.
- Updated and maintained company policies and procedures manual for the Legal Department.
- Primary legal advisor working with cross-functional groups: Information Systems, Legal, Accounting, Marketing, Finance, and Operations.
- Managed and delegated legal responsibilities to primary representatives in departments including Executive Staff and Board.

CollabNet, Inc., Brisbane, CA   **May 2007 – January 2009**
Senior Contracts Administrator, Legal Department

- Provided sales support, contractual and legal service to current and future customer base.
- Drafted all customer master agreements and subsequent order forms.
- Managed and assisted in the review, preparation, delivery and execution of third-party contracts.
- Implemented software that improved contract efficiency processes which increased the volume and speed of contract generation and modifications. (SFDC, Acrobat, DocuSign)
- Prepared contract summaries which included action items and an executive overview to ensure accuracy and completeness of contracts.
- Provided detailed Closed Deal, Cost, Vendor, and User reports to various departments, including Accounting and Finance and the Legal team.
- Advised various departmental personnel on contractual rights, obligations, and other agreement terms.

BEA Systems, Inc., San Jose, CA   **October 2006 – February 2007**
Senior Contracts Analyst, Order Management

- Reviewed contractual agreements and processed all incoming Software, Consulting and Education orders from the North America region.
- Monitored and addressed customer inquiries on order status, discount eligibility, and contract status.
- Managed the order entry process, which required interfacing with the Distribution, Finance, and Logistics Departments.
- Prepared and delivered internal contracts drafting and professional services training to team members. Acted as the primary legal advisor while supervising contracts with the government and professional services teams

VMware, Palo Alto, CA   **August 2006 - October 2006**
Senior Contracts Administrator, Legal Department

- Monitored IP contracts for the government, commercial and professional services departments.
- Reviewed legal contracts for Sales and Consulting division.
- Ensured SOX compliance of contracts following all required company policies and procedures, and advised respective departments.

Autonomy Inc., Sunnyvale, CA   **June 2006 - August 2006**
Contracts Administration, Revenue Management

- Managed the integrity and accuracy of the order entry function for all customer agreements.
- Collaborated with finance in the application and enforcement of revenue recognition policy.
- Analyzed and supplied contract data (value, cost, revenue) on various financial projects.
- Assisted distribution in the timeliness of product shipments through staged orders and closed deal status updates.
- Supported regional sales force while responding to customers on order booking requirements to ensure customer success.

Oracle Credit Corporation, Redwood Shores, CA   **August 1997 – January 2005**
Contracts Specialist, Oracle Financing Division; Order Management; Internet Sales Division

- Collaborated with auditors, to ensure Oracle's compliance SEC for correct revenue recognition of software, technical support, and consulting service sales.
- Interpreted complex Oracle business practices rules for negotiations, helping to streamline the sales teams' business approvals.
- Developed and maintained both internal and external departmental projects including complex spreadsheets, presentations, and analytical data for executive management.
- Tracked statistics and analyzed trends, allowing departments to understand and develop improvements.
- Approved and assigned loans to companies financing Oracle products.
- Effectively communicated procedures and changes to existing legal policies.
- Provided operational support to international sales force to ensure global compliance with company policies and business practices.
- Managed contract processes from negotiation through assignment to Oracle Finance Divisions outside funding sources.
- Front line customer service representative for customer contracts issues, resulting in superior customer care and retention of key accounts.
- Provided one-on-one training for new hires in effective order management techniques and applications including Oracle Order Entry 11i.
- Assisted unit managers with additional training and coaching.
- Maintained statistics for new hires to show improvements resulting from preparation through training.
- Effectively and efficiently communicated changes to reporting and incentive policies.
- Reviewed contracts for inconsistencies, provided solutions, and recommended appropriate action.
- Worked with sales teams to ensure company compliance on negotiation and drafting agreements.

EDUCATION:

California Polytechnic State University, San Luis Obispo
Bachelor of Science in Business Administration
Concentrations in Finance and Management

San Francisco State University, San Francisco
Masters of Business Administration
Concentration in Management

CERTIFICATION:

Certified by the National Society for Legal Technology (NSLT)
ABA-Paralegal Studies Certificate Program (SFSU)