



BRITTANY MANSFIELD

CONTACT

Hartsville, TN 37074

Mobile: 6159247128

brittany.mansfield@foundever.com

WWW: [Bold Profile](#)

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/>

EDUCATION

August 2019

Bachelor of Business

Administration - BBA: Business
Administration

Cumberland University

GPA: 3.96

August 2012

Associate of Arts and Sciences -

AAS: Legal Assistant/Paralegal

**Volunteer State Community
College**

GPA: 3.98

PROFESSIONAL SUMMARY

Paralegal with 21 years of extensive expertise in data science, accounting, and administrative office work. Demonstrates proficiency in Microsoft Office, Excel, and Outlook, coupled with strong organizational and teamwork skills. Adept at problem-solving and leadership, driving business improvements through meticulous data management and innovative solutions.

SKILLS

- Leadership
- Organization
- Problem solving
- Teamwork
- Data Science
- Accounting
- Administrative
- Microsoft Office
- Excel
- Outlook
- Case Law Research
- Construction Law Research
- Contract drafting
- Verbal and written communication
- Regulatory knowledge
- Confidential records
- Procurement
- Procurement Management
- Legal Compliance
- Budget Planning
- Change Orders
- Document Control
- Cost Estimation
- Proposal Preparation
- Dispute Resolution
- Proposal evaluation
- Status Reporting
- Requests for information
- Construction bid preparations
- Company policy oversight
- Contract Closeout
- Contract reviews and edits
- Professional relationship building
- Teamwork and Collaboration
- Problem-Solving
- Problem-solving abilities

WORK HISTORY

January 2020 - Current

**Corporate Legal Contract Administrator, Foundever
Operating Corporation**

- Prepare and organize data in databases and other formats for streamlined access
- Build data pipelines to support data engineers in analytics and business

improvement projects

- Create repositories for the migration of Sitel to Foundever, managing over 100,000 contracts in SharePoint
- Electronically file, rename contracts, and manage Salesforce database updates
- Utilize Power BI to generate insights for app and website enhancements
- Manage vast contract database, streamline data pipelines, and collaborate with engineers to enhance business operations through data-driven insights
- Spearhead Sitel to Foundever migration, efficiently organizing and renaming contracts while maintaining Salesforce database for optimal performance
- Leverage Power BI to generate fresh ideas for company app and website, driving user engagement and improving digital presence
- Meticulously manage over 100,000 contracts in SharePoint, ensuring accurate data organization and accessibility for seamless operations
- Partner with data engineers to transform raw data into actionable insights, fostering data-driven decision-making across the organization
- Manage extensive contract database in SharePoint, optimizing data pipelines for efficient access
- Collaborate with engineers to drive data-driven insights and enhance operations.

January 2017 - December 2019

Construction Project Management, *Construction Enterprises Incorporated*

- Drafted, reviewed and revised construction agreements including prime contracts, subcontracts, purchase orders, and master service agreements
- Assisted with preparing and responding to claims, regulatory filings, cease and desist, demand letters, and notices on construction projects
- Conducted research on construction related issues such as licensing requirements, bond claims, mechanics liens and defect claims
- Coordinated with project managers and other departments, when needed, to gather information for legal matters
- Reviewed and analyzed construction project documentation, including plans, specifications, and change orders
- Assisted with managing, tracking and implementing contract management procedures.

January 2006 - December 2016

Accountant - Office Manager, *Financial Services & More, Nashville*

- Managed accounting transactions, ensured timely financial statements, and improved budget accuracy by 15%
- Streamlined financial processes, enhancing accuracy in budget forecasts and timely financial statements
- Implemented robust audit procedures, ensuring compliance with

regulations

- Optimized accounts payable and receivable processes, reducing processing time and improving cash flow
- Developed comprehensive financial reports for informed decision-making
- Meticulously managed balance sheets and profit/loss statements, providing precise financial insights
- Reinforced data confidentiality measures, safeguarding sensitive information
- Introduced automated reconciliation systems, significantly reducing manual errors and increasing efficiency
- Pioneered new financial analysis techniques for improved forecasting
- Fostered strong interdepartmental relationships, facilitating smooth information flow for financial operations
- Mentored junior staff, enhancing overall team performance.

November 2003 - December 2005

Legal Secretary, Law Office, Lebanon

- Managed front office operations, greeted clients, and directed them to conference rooms, ensuring smooth workflow
- Filed warrants with local sheriff's department and family courts, maintaining compliance with legal procedures
- Drafted legal contracts and updated legal language as requested by attorneys, enhancing document accuracy
- Performed data entry and maintained client records, ensuring data integrity and confidentiality
- Facilitated seamless communication between clients and attorneys
- Collaborated with legal team to refine contract language and ensure compliance with legal standards
- Partnered with attorneys to refine contract language, enhancing document accuracy
- Facilitated seamless communication between clients and legal team, fostering trust and satisfaction
- Meticulously managed client records and performed data entry, safeguarding confidentiality and data integrity
- Drafted and updated legal contracts with attention to detail.