

Adam Briggs

Phoenix, Arizona | (928) 814-0015 | Adam.Briggs@outlook.com

Results-driven Contracts and Compliance Leader with over 12 years of expertise in strategic contract management, export control, and regulatory compliance across aerospace, defense, and healthcare sectors. With 5 years of leadership experience overseeing IT, customer service, and order-entry departments, I have a proven record of driving operational excellence, reducing costs, and accelerating performance through innovative modernization, process automation, and digital transformation. Recognized with multiple awards for exceptional customer relations and contract management, including pivotal contributions to the \$14.7B USAF T-X Pursuit. Skilled in leading high-performing, cross-functional teams, designing cutting-edge compliance solutions, and delivering measurable business impact through strategic initiatives.

Core Competencies:

- Strategic Contract Management (Commercial, Government, and International)
- Export Controls & Global Regulatory Compliance (ITAR, EAR, OFAC)
- Solicitation Analysis & Competitive Bid Strategy
- Process Automation, Digital Transformation, and Cost Optimization
- Team Leadership, Talent Development, and Change Management
- Risk Management, Dispute Resolution & Conflict Management
- Cybersecurity Implementation (NIST 800-171, CMMC, DFARS)
- Supply Chain Optimization & Vendor Relationship Management

Contracts, Compliance, Customer Service/Order Administration, & IT Manager – Southwest Microwave, Inc. August 2020 – May 2025

Responsible for all contractual, regulatory, legal, and export compliance activities. Added Customer Service, Order Administration, and Information Technology Departments during my second (2nd) year. High level initiatives are as follows:

- Developed and implemented a proprietary dashboard for contract and compliance management, enabling real-time risk assessment, compliance monitoring, and financial analysis across commercial and government contracts, reducing processing time by 40% and improving accuracy and contractual adherence;
- Modernized export control infrastructure by implementing new classification protocols, automated screening processes, and staff training, ensuring compliance with DOC-BIS requirements with minimal to no violations;
- Directed IT transformation, achieving 30% cost reduction by standardizing enterprise applications, optimizing licensing agreements, and establishing internal support systems, eliminating reliance on external vendors;
- Led migration from cloud to on-premises infrastructure, overhauling server and network architecture, resulting in an 80% reduction in operational costs and enhanced system performance and data security;
- Built and mentored high-performing teams through a 90-day training program, implementing knowledge transfer protocols that enabled independent execution of complex tasks and projects;
- Managed Customer Service and Order Administration by myself during a two-month crisis, single-handedly executing and overseeing order entry, compliance, production, customer inquiries, and shipping/customs tasks with no disruptions or errors.

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Sr. Contract Associate, Law & Contracts – Airlines Aftermarket - Honeywell International, Inc September 2019 – July 2020

Contract focal for American Airlines, LATAM/TAM, Boliviana, Aerolineas Argentinas, JetSMART,

- Developed high-impact business partnerships with internal stakeholders including top executive level functions;
- Trusted source and experience on legal and contractual matters;
- Managed all facets of contract formation and management, including review, drafting, interpretation, negotiation, execution, and administration of strategic contractual agreements with global customers;
- Worked closely with diverse global business terms executing both short term and long-range business development objectives while managing contractual risk and improving speed, quality, and simplicity of contracts;
- Supported standardization and digitization efforts within the Law & Contracts function; and,
- IACCM Certified in December of 2019.

Director of Contracts, International Turbine Engine Company

Sr. Contracts Representative, Law & Contracts – OEM Engines – Honeywell International, Inc.

August 2017 – September 2019

Contract focal for ITEC/ATEC/LHTEC Joint-Ventures

- Appointed Secretary of the ITEC Board of Directors;
- Responsible for all contract management systems and record keeping specific to JVs/LLCs;
- Provided commercial claims and disputes management and resolution resulting in a settlement and release of claims in excess of \$3M;
- Developed high-impact business partnerships with internal stakeholders including top executive level functions within the Joint-Ventures;
- Trusted source and experience on legal and contractual matters as related to JVs/LLCs;
- Managed all facets of contract formation and management, including review, drafting, interpretation, negotiation, execution, and administration of strategic contractual agreements with global customers;
- Worked closely with diverse global business terms executing both short term and long-range business development objectives while managing contractual risk and improving speed, quality, and simplicity of contracts; and,
- Supported standardization and digitization efforts within the Law & Contracts function.

Contract Manager, Supply Chain Management – Northern Arizona Healthcare

November 2015 – 2017

Contract focal for Capital Assets/Acquisitions, New Product Initiatives, Purchasing, and IT.

- Lead a team of three to manage all contractual and procurement responsibilities. This included supply, service and maintenance contracts, as well capital acquisitions (>\$100m).
- Managed all supplier relationships, resolving high-level contractual and procurement disputes, contractual performance, and supplier compliance issues (99% OTD & \$1m in direct savings).
- Lead multiple projects to improve business tools and processes. Front-end backend database integration with access, crystal reporting, and Lawson.
- Benchmarked and trend supply utilization across multiple systems to identify opportunities for supply reduction cost, savings, and standardization initiatives.
- Performed comparative analysis in order to develop savings projections for supplies; equipment; and purchase services;

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- Developed supplier compliance matrices and KPIs to measure supplier performance and compliance. This included setting up minimum requirements for both long-term contracts and annual purchase orders.
- Lead multiple bids in various procurement categories (>\$50m in spend).
- Identified, resolved, and implemented process improvement initiatives within stakeholder organizations including procurement, accounts payable, and contracts and legal.
- Benchmarked and trend supply utilization cross multiple systems to identify opportunities for supply reduction cost, inventory management, consignments, cost reductions, cost savings, and standardization initiatives.

Contract Administrator, Law & Contracts – Aviation Communication & Surveillance Systems

Contract Administrator, Law & Contracts – L-3 Aviation Products Sector

April 2013 – November 2015

Contract focal responsible for all Non-Disclosure, maintenance repair and overhaul, service, subcontract and development agreements and managed record retention/keeping and contract management systems for the ACCS Joint-Venture & L-3 APS Business Unit.

- Analyzed contract requirements, special provisions and other terms and conditions to ensure compliance with appropriate laws and regulations, corporate policies, business case, and functional areas as necessary;
- Assisted with internal and external audits on behalf of the contracts function;
- Developed and maintained a contract log and management system through SharePoint, excel, and other software tools including facilitating the integration of these systems with each other;
- Designed, created, and distributed internal presentations and reporting process for the contracts function;
- Responsible for all purchase order and supply chain disputes across the entire Aviation Products Sector.

Buyer & Contract Administrator, Procurement – Northern Arizona University

June 2011 – April 2013

Responsible for all software, licensing, research, and service commodities and agreements, including all contractual responsibilities.

- Assisted in compiling and preparing bid documents and bidders list, including requests for bids and proposals, vendor correspondence and processing paperwork for award.
- Wrote, distributed, and analyzed technical bid invitations, request for proposals, and identified the specifications and needs of various departments;
- Interpreted, communicated, and developed purchasing policies for various departments.
- Drafted, tracked, negotiated, and processed contracts including addressing pricing, payment terms, logistics, risks, and other issues with various internal departments and external vendors and customers.
- Provided contract and legal interpretation, resolved contract disputes, and monitored contract performance.
- Maintained contract and procurement files, both through the contract management system, SAP, and other software suites as necessary.

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EDUCATION

Bachelor of Arts, Philosophy emphasis in
Philosophy of Law & Jurisprudence
NORTHERN ARIZONA UNIVERSITY, Flagstaff, Arizona 2012

AWARDS

- Bravo Award from Honeywell for mending customer relationships.
- Bravo Award from Honeywell for transitional activity and support for ITEC.
- Bravo Award for improvements and contributions to Aerospace Aftermarket contract templates and knowledge base;
- Silver Award from Honeywell Aerospace for dedication and work performed on the USAF T-X Pursuit (\$14.7B+);