

By: Ashlee Jackson

Title **Legal Operations Manager | Contract Manager**
Focus **Contract lifecycle management, legal technology, vendor governance**



Scan for the full site

Cell 832.274.0396

Email ashleerjackson@yahoo.com

LinkedIn [linkedin.com/in/ashlee-jackson-ba059b62](https://www.linkedin.com/in/ashlee-jackson-ba059b62)

§ Key results

8+ years

contract administration and legal operations

67%

shorter contract cycle times through automation and standard procedures

30%

faster turnaround after the SharePoint Syntex rollout

\$500M

budget supported with contract and procurement documentation

§ Core competencies

Contract lifecycle management
Legal ops and workflow optimization

Contract drafting and negotiation

Compliance and risk mitigation
Vendor governance

Records and document control

Legal tech implementation

Contract data analysis and reporting

§ Platforms

[Ironclad](#) | [SharePoint Syntex](#)

[LinkSquares](#) | [DocuSign](#)

[SAP](#) | [Power BI](#)

[Microsoft Office](#) | [AI tools](#)

§ Education

Bachelor's in Business
University of Houston-
Downtown, 2019

§ Professional profile

Legal Operations and Contract Management professional with 8+ years of experience leading contract lifecycle processes, implementing legal technology, and strengthening compliance across enterprise environments. Skilled in drafting and negotiating commercial agreements, managing vendor governance, and partnering with Legal, Procurement, Finance, and Operations to drive accuracy, efficiency, and risk mitigation.

§ Experience

Content Licensing Associate at Dow Jones

October 2025 to present | Remote, New York City, NY

- Centralized and migrated legacy agreements into the contract management system, improving visibility, audit readiness, and compliance tracking.
- Maintain contract inventories and documentation supporting renewals, amendments, and vendor governance.
- Reconcile vendor payments and validate contract terms with Legal, Finance, and Procurement.
- Organize data for reporting, audits, and contract usage analysis; manage entitlement and access documentation.

Contract Administrator at WilsonHCG

March 2022 to September 2025 | Remote, Tampa, FL

- Led the SharePoint Syntex implementation to automate contract review and approval, reducing turnaround time by 30%.
- Drafted and negotiated high-volume contracts (MSAs, NDAs, SaaS) in line with the legal playbook.
- Built Power BI dashboards to monitor contract KPIs for legal and operations teams.
- Managed renewals, extensions, amendments, and terminations across multiple business units; trained Syntex users.

Contract Administrator at Western Midstream

September 2018 to March 2022 | The Woodlands, TX

- Managed the Ironclad CLM platform, integrating legal workflows and training cross-functional teams.
- Standardized permit and licensing compliance processes, reducing regulatory risk and improving audit readiness.
- Led a vendor aggregation project to strengthen negotiation leverage and contract standardization.
- Supported a \$500M budget through accurate contract and procurement documentation; processed high-volume POs in SAP.
- Ensured vendor compliance with internal contract requirements and HSE standards.