

LIBBY MAYS

TECHNOLOGY CONTRACTS | STRATEGIC SOURCING | LEGAL OPERATIONS | PRODUCT BUILDER

Bay Area, CA | 209-777-1422 | libbymays@icloud.com | [LinkedIn](#) | [ContractIQ](#) | [MLSocial](#)

\$500K COMMERCIAL VALUE / SAVINGS FY25 \$200K + \$300K findings	500+ TECHNOLOGY VENDORS Enterprise supplier portfolio	910 CONTRACT EXECUTIONS DocuSign FY25	12 YRS REGULATED LEGAL / COMPLIANCE Healthcare + government-facing work
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Executive Profile

Technology contracts, sourcing and legal-operations professional working at the intersection of commercial strategy, supplier management, law, technology and process design. Manage high-volume enterprise technology agreements across software, SaaS, professional services, telecom, infrastructure and CAPEX/OPEX programs while partnering with Strategic Sourcing, Legal, Finance, IT, Cybersecurity and suppliers. Identified \$500K in commercial value in FY25 and supported 910 contract executions across a 500+ vendor portfolio. Bring additional depth from 12 years in regulated healthcare legal/compliance operations, legal advocacy, six years of real-estate transaction management, technology sales, and independently building two B2B SaaS products.

Technology Contracts & Supplier Strategy

CONTRACTS ANALYST - IT FINANCE | FORTUNE 500 RETAILER | 2022 - PRESENT

ENTERPRISE TECHNOLOGY PORTFOLIO

Manage end-to-end contracting across 500+ technology vendors, including MSAs, MSPAs, SOWs, NDAs, SaaS/subscription agreements, EULAs, DPAs, order forms, amendments, renewals, true-ups, assignments and novations. Coordinate intake, requirements, negotiation, approvals, DocuSign execution, repository governance and post-signature lifecycle activity.

COMMERCIAL STRATEGY / COST / NEGOTIATION

Evaluate pricing, rate cards, payment terms, renewal structures, scope, resource models and financial discrepancies; support negotiation strategy with Strategic Sourcing and stakeholders. Identified \$500K in FY25 commercial value/savings, including separate \$200K and \$300K findings, by surfacing unfavorable terms and financial exposure before execution.

CAPEX / OPEX TECHNOLOGY PROGRAMS

Support software, cloud, professional services, telecom, infrastructure and large-scale store technology programs. Translate technical and operational requirements into SOW scope, milestones, deliverables and commercial obligations while balancing schedule, cost and risk; review telecom agreements supporting 3,000+ store locations.

RISK / GOVERNANCE / CROSS-FUNCTIONAL EXECUTION

Assess liability, indemnity, termination, payment, privacy/security and operational risk; coordinate iGRC cybersecurity review and Cybersecurity Agreements when required. Work across Legal, Finance, Strategic Sourcing, IT, project teams and vendors to resolve issues, clarify responsibilities and keep concurrent agreements moving.

PROCESS / TRAINING / VISIBILITY

Built and maintain the lifecycle tracker used from submission through review, approvals, signature, renewals and expirations; created intake guidance, onboarding videos and training handouts that standardized practices and improved handoffs. Supported 910 DocuSign executions in FY25 and maintain audit-ready contract records.

Product & Workflow Innovation

ContractIQ FOUNDER / PRODUCT BUILDER Independently designed and built a B2B contract-operations platform connecting intake, document intelligence, review/redlining, approvals, role-based workflows, execution readiness, repository management and institutional contract memory. Translate firsthand enterprise contract pain points into workflow logic, permissions, product requirements, testing and scalable operating design.	MLSocial FOUNDER / PRODUCT BUILDER Designed and built a real-estate marketing automation platform that turns listing data and property media into agent-branded, ready-to-post social content. Defined product flow, user experience, branding controls, content generation, media handling and multi-platform publishing concepts for MLS and brokerage workflows.
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LEGAL JUDGMENT | REGULATED OPERATIONS | TRANSACTIONAL RANGE | LEADERSHIP

Legal & Regulatory Foundation

LEGAL & COMPLIANCE COORDINATOR - MATERNITY SERVICES | DIGNITY HEALTH | 2010 - 2022

REGULATED DOCUMENTATION / HIPAA / STATE & COUNTY REQUIREMENTS

Managed legally sensitive, HIPAA-protected documentation in a highly regulated hospital environment governed by CDPH Vital Records, California Health & Safety Code, California Family Code and County Recorder requirements. Prepared, validated and processed birth records, paternity declarations, surrogacy/adoption documentation and amendments while maintaining statutory deadlines, confidentiality and audit-ready records.

HIGH-CONSEQUENCE ACCURACY / GOVERNMENT COORDINATION

Resolved complex discrepancies across physicians, patients, hospital departments, County Recorder offices and state agencies; translated legal and regulatory requirements into practical next steps and maintained documentation where errors could require formal state amendment proceedings.

DEFENSE COUNSEL | SAN JOAQUIN COUNTY COLLABORATIVE COURT | STATE BAR OF CALIFORNIA PROGRAM | 2019

Represented clients in felony drug, parole re-entry and DUI matters; translated legal requirements and court process into practical guidance, advocated through high-stakes matters, and applied negotiation, conflict-resolution and client-counseling skills in a fast-moving environment.

Transactional, Commercial & Leadership Range

CALIFORNIA REAL ESTATE | 6 YEARS

Licensed real-estate professional managing deadline-driven transactions across clients, counterparties, lenders, inspectors, escrow/title and vendors. Negotiated terms, managed contingencies, disclosures and milestones, resolved disputes and changing conditions, and drove transactions through close.

COMCAST | ACCOUNT EXECUTIVE - TECHNOLOGY SERVICES | 2006 - 2008

Managed residential and commercial technology accounts for cable, internet and telecom services. Assessed customer needs, sold technology solutions, and developed hands-on installation capability - including modem and digital equipment setup - to bridge the gap between sale and successful activation.

SAN FRANCISCO GIANTS COMMUNITY PROGRAM | PROGRAM OPERATIONS LEAD | 2013 - 2015

Led operations for a 700+ participant community program across three seasons/facilities, coordinating logistics, communications, events and external stakeholders; planned and executed a major end-of-season community event involving media, public-safety and community partners.

JIM ELLIOT HIGH SCHOOL | COUNSELOR / STUDENT SUPPORT & EVENT OPERATIONS | 2021 - 2022

Managed a large student caseload in a FERPA-governed environment; counseled students and families, coordinated compliance-focused testing and records, and planned/executed major school events and presentations.

Education, Credentials & Technology

EDUCATION & CREDENTIALS	SYSTEMS / TECHNOLOGY / BUILD ENVIRONMENT
JD Candidate	Coupa / DocuSign / ServiceNow / Workday / iGRC
Master's Degree - Law	Oracle & SAP contract exposure Excel lifecycle tracking
Bachelor's Degree - Law	GitHub Google Cloud Cloudflare APIs SQL/SQLite exposure
Alternative Dispute Resolution (ADR) Certification - San Joaquin Bar Association	Node.js / JavaScript exposure ONLYOFFICE AI-assisted development
California Real Estate License	Software / SaaS / cloud / professional services / telecom / infrastructure

Commercial discipline • Legal judgment • Technology fluency • Builder mindset