



# Pedro Valdés

Sr. Contract Engineer

## Contact

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## Skills

MS Office Package



SAP



Microsoft SharePoint



Strong knowledge in  
computer Hw & Sw.



Team Leadership



Operations Management



Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Work History

2016-01 -  
Current

### Senior Contract Engineer

*Huawei Technologies Panama, Panama*

- Draft and negotiate high-value contracts.
- Ensure compliance with laws and regulations.
- Collaborate with stakeholders to address contract-related issues.
- Analyze and manage contract risks.
- Resolve disputes and ensure contract performance.
- Facilitated smooth transitions between project phases through careful planning, clear communication, and proactive problemsolving.
- Enhanced team productivity through effective communication and coordination of contractual requirements.

2013-01 -  
2015-01

### Embedded Lease Manager

*Hewlett Packard, Panama*

- Oversee lease negotiations and administration.
- Monitor lease performance and compliance.
- Collaborate with internal teams to resolve lease issues.
- Analyze and report on lease metrics and costs.
- Ensure adherence to legal and regulatory requirements.
- Facilitated communication between involved parties to enable timely contract sign-off.
- Collaborated with legal teams to draft and review lease agreements, ensuring compliance with regulatory requirements.

2010-01 -  
2012-01

### Executive Legal Assistant

*CMS Panama, Panama*

- Prepare legal documentation
- Streamlined office operations for increased efficiency by implementing new document

## Languages

Spanish

Native or Bilingual

English

Full Professional

- management systems.
- Reduced case processing time with thorough research and timely preparation of legal documents.
- Maintained strict confidentiality in handling sensitive client information, adhering to professional ethics guidelines.
- Promoted a positive work environment by fostering teamwork and assisting colleagues with complex projects.

2009-01 -  
2010-01

### Data Operations Coordinator

*Firm Solutions Panama, Panama*

- Helped implement new communication system and new procedures.
- Entered data, generated reports, and produced tracking documents.
- Managed project timelines for successful completion, ensuring milestones were met and deadlines were adhered to.
- Tracked records, filed documents and maintained communication between clients to manage office activities.
- Enhanced operational workflows by maintaining well-organized documentation systems and updating records accurately as needed.

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## Education

2009-01 -  
2009-05

### Panama: Maritime And Ports Operations Degree

*Universidad Tecnologica De Panamá - Panamá*

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## Awards

- Huawei Panama: Employee of the year 2018, 2020 & 2021.
- HP Panama: Employee Of the year in 2014. Yearly performance: Exceed expectations
- CMS Panama: Outstanding Job Performance on lowering TAT for local requirements

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## Additional Information

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- Professional Development Studies: ESL, 2004 St. Clair College Ontario, Canada
- Completed Coursework: Project Management, 2013
- Professional Development Studies: Procurement Project management, 2019 Huawei University.
- Professional Development Studies Contract management, 2019 Huawei University.
- Professional Development Studies: Supply and logistics, 2020 Huawei University
- Completed Coursework: Contract modifications and risks, 2021 Huawei University
- Completed Coursework: Ethics and Compliance in Contracting, 2023