

Shawn L. Washington

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EXECUTIVE PROFILE

Exceptional leader with over 20 years of proven and effective business experience. Strong team management with documented track record in developing and spearheading multifaceted projects. Thought leader with great analytical and problem-solving skills. Results oriented and self-directed with excellent decision-making ability.

EXPERIENCE

Subway World Headquarters, Milford, Connecticut
Global Contracts Manager

2018 – present

First point of contact and initial reviewer of all North America, Canada and international contracts. Oversee the assignment and management of contracts as well as the coordination of legal issues related to complex contracts including Technology, Advertising, Third-Party Vendor, Digital Marketing agreements and Sponsorships.

- Responsible for effective contract management of all global contracts including North America and Canada from inception through execution.
- High visibility position that requires weekly engagement with executive leadership team on strategic initiatives, pending legal matters and prioritization.
- Draft, evaluate, negotiate and execute renewals, extensions, terminations, statements of work and non-disclosure agreements.
- Solely responsible for the highest confidential and proprietary legal contractual matters.
- Interpreting contracts and ensuring timely problem resolution of any contractual disputes.
- Compile, analyze and report data and trends of Global Contracts team's monthly metrics relating to operational effectiveness and service level compliance.
- Create contract templates, processes, tools and system training which improved performance, quality and established best practices.
- Successfully manage relationships with internal customers, external customers and outside counsel by serving as a single point of contact for contractual matters.

ENGELHART CTP (US) LLC

f/k/a BTG Pactual Commodities (US) LLC, Stamford, Connecticut
Director of Contract Administration – Manager of Compliance
Consultant/Contractor

2014 –2017

Jun – Sept 2014

Senior leader that managed and oversaw all aspects of contract administration and regulatory reporting for various commodities including electricity, natural gas, and renewable energy credits.

- Responsible for the timely and accurate reporting of compliance filings for the energy segments of the business consistent with state and federal policy.
- Administered all Export and Import Orders, USDA Licenses, licensing agreements, all ISO registrations and customs bonds and maintained all records and documentation within the trade capture and SharePoint systems.
- Accurately reconciled monthly settlements of US Physical Natural Gas.
- Assisted in the review and execution of structured agreements for legal and commercial teams.
- Functional lead on strategic initiatives team focused on the transformation of the Operations group resulting in enhanced productivity and efficiency.

RBS SEMPRO COMMODITIES, Stamford, Connecticut

Vice President of Energy Operations and Contract Administration

2008 –2014

Executive lead for all internal and external components of contract administration for corporate trading activities and cash flow operations.

- Led and supported the transition teams charged with legal compliance and complete conversions of all Sempra documents and contracts to ensure the seamless integration of the joint venture.
- Authorized all outgoing payments for ten different corporate entities in both domestic and foreign business/markets for Oil, Natural Gas, Power, Tax, Payroll, FX, and Intercompany Transfers.
- Verified cash flow for multi-million dollar U.S. exchange including at least fifteen international currencies per day.
- Resolved disputed domestic and international transactions resulting in improved treasury risk management.
- Served as a Unit Control Officer (UCO) within the functional unit responsible for managing operational risk exposure, providing guidance and pertinent information to Operational Risk Unit and facilitating proactive risk analysis.
- Formally dissolved RBS Sempra Commodities. Completed all required termination processes that included dissolution paperwork, outstanding liabilities, notifications and contract terminations.

SEMPRA ENERGY TRADING CORPORATION, Stamford, Connecticut

Assistant Vice President of Energy Operations – Manager of Contract Administration

2006 –2008

Accountable for all internal and external components of contract administration for corporate trading activities.

- Designed, implemented and managed an automatic contract system which reduced errors and increased productivity by 40%.
- Identified, developed and reported on key performance indicators for management review.
- Administrator of the ICE eConfirm electronic trade confirmation system including the setup of counterparties and users, programmed data mappings and values and resolved all related issues.
- Managed/reconciled Renewable Energy Credits Portfolio and negotiated REC agreements with counterparties.
- Administrator of the Neeport GIS and PJM EIS Systems, transfer and/or acceptance of RECs.

AMEREN ENERGY RESOURCES, St. Louis, Missouri

Manager – Contract Administration

1998 –2005

Directed all aspects of wholesale and retail contract administration and reconciliation of daily trade activity.

- Created, established, and spearheaded Ameren’s contract administration department from its origin into the energy trading industry by overseeing the development of all written procedures, processes for executing business transactions, regulatory reporting requirements, and strategies for future growth.
- Negotiated and marketed Master Trading Agreements, Enabling Agreements, EEI, ISDA, Tariffs, Transportation Agreements and NAESBs with over 150 counter parts (40% - ISDA, 40% - NAESB, 20% - EEI).
- Developed and implemented strategies resulting in approximately 20% annual savings
- Created and implemented a process within a system to increase accountability in responding to client requests resulting in 99.9% Customer Service Satisfaction.
- Directed strategies to train department which resulted in 100% efficiency.

LOUIS DREYFUS ENERGY CORPORATION, Wilton, Connecticut

Contract Administrator

1996 –1998

Responsible for written and verbal confirmation of transactions and negotiating master trade agreements.

- Negotiated Master Trading Agreements and acted as mediator between parties, focusing on a win-win situation.
- Generated confirmations and verbally confirmed all daily trade transactions.
- Monitored document flow and created a paperless paperwork management system to reduce redundancy and monitor incoming documents.
- Researched and resolved any contractual discrepancies.
- Followed up with non-responsive counterparties to ensure agreement to transactions.
- Produced customized reporting and ad hoc status on current contracts.

EDUCATION

Webster University, Bachelor of Arts – Business Administration

ADDITIONAL SKILLS

Paralegal Certification

Notary Public – State of Connecticut

Microsoft Office Suite – Outlook, Word, Excel, Power Point