**JAMES ANDERSON, CCME**

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**SENIOR PARALEGAL | CONTRACT NEGOTIATION & LITIGATION SPECIALIST**

Quality-focused Senior Contracts Leader with more than 18 years’ of experience in commercial and government contracting, procurement, policies, procedures, and compliance. Superior ability to collaborate with corporate executives, legal counsel, and cross-functional teams while using and tailoring automated contracting tools.

Strategic Business Planning | Contract Governance | Risk Identification & Mitigation | Comprehensive Legal Research | Contract Policy Development | Executive Presentations | Regulatory Compliance | Vendor Management | Cross-Functional Collaboration

**WORK EXPERIENCE**

**PPL Maryland, Baltimore, MD • Senior Paralegal and Head of Contract Negotiations**

 (1/2018 - Present)

Manage corporate contract management, execution, and entity management software system in collaboration with the CFO and General Counsel. Work with the Chief Operations Officer and procurement team to negotiate and finalize all food, beverage, and service supply agreements.

* Instrumental with growing corporate revenue to $333 million in 2019 from $228 million in 2018 through judicious buy side and sell side contract administration.
* Reduced overhead costs by outsourcing legal services and selecting new service providers.
* Completed extensive legal research to design Affordable Care Act (ACA) nutrition information compliance plan for menu labeling alongside culinary team.

**Sanderson & Rogers, LLC, Columbia, MD • Contract Administrator** (02/2009 - 12/2017)

Negotiated goods and services contracts with commercial firms, state, and local government health and human services agencies. Planned and executed risk mitigation strategies for contracts and proposals. Evaluated risk factors and briefed executive panels on RFP review of new business opportunities.

* Administered and closed thousands of contracts with a collective value of over $375 million.
* Collaborated with the executive team in conducting extensive due diligence leading to the $48 million acquisition and integration of a competing firm.
* Significantly increased teamwork and efficiency while reducing response time from weeks to days by designing and implementing contract team initiatives that surpassed executive risk management objectives.

**JDW Legal Recruiters, Baltimore, MD • Legal Talent Recruiting Specialist**  (01/2007 - 01/2009)

Managed regional and national candidate searches at this executive recruiter for top legal professionals. Supervised a team of six staff research assistants.

* Generated $750,000 revenue within the first nine months of operations by leading a profitable law firm partner placement project.
* Directed the completion and administration of multiple projects, working with 25+ candidates simultaneously.

**Corporate Law Specialists, PLC, Towson, MD • Senior Paralegal** (08/2003 - 12/2006)

Conducted extensive legal research into intellectual property (IP), export compliance, and international, local, state, and federal ITAR, FAR, and DFARS laws and regulations.

* Presented and designed an electronic library of corporate certifications and supporting documentation.
* Integral member of the Legal Department Design and Development team, which produced an innovative, streamlined review process for contract terms and conditions, signature limits of authority, teaming agreements, and non-disclosure agreements.

**Grant & Johnson, LLC, Baltimore, MD • Litigation Paralegal** (08/2001 - 07/2003)

Managed medical record subpoenas during discovery and trial phases of products liability and toxic torts litigation. Designed and created graphic representations of medical records, prepared medical record summaries, and worked directly with medical experts to collect documents used in hearings, trials, and claims.

* Produced animated medical graphics for counsel in dozens of national products liability class action suits.
* Established HIPAA compliant medical record subpoenas and template library, working with hundreds of hospitals and medical providers on a day-to-day basis.

**EDUCATION AND CERTIFICATIONS**

**Loyola University Maryland, Baltimore, MD • Bachelor of Science, Paralegal Studies**

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* CCME Certification - Contract and Commercial Management Expert Member, International Association for Contract and Commercial Management (IACCM)
* Executive Certification in Negotiation, University of Michigan
* Notary Public, Maryland