

Contract Manager, IT & New Ventures Marketing Contract Manager, IT & New Ventures Marketing
Contract Manager, IT & New Ventures Marketing - Farmers Insurance Los Angeles, CA Progressive
and extremely motivated professional with a proven track record of fostering lasting relationships
and managing projects simultaneously end to end. Adept in providing project management,
sourcing (RFx) and finance support. Successful developing & implementing strategies that lead to
success. Skilled in thinking analytically & logically, demonstrating exceptional communication skills,
and making critical decisions during challenges. Adaptable with an ability to work independently,
creating effective presentations, and developing opportunities that further establish organizational
goals. Also, several years retail and sales experience. Work Experience Contract Manager, IT &
New Ventures Marketing Farmers Insurance - Woodland Hills, CA June 2018 to Present Manage
strategic sourcing transactions and projects that support the development of IT and New Ventures
Marketing teams to benefit the company and mitigate risks end to end. Provide leadership and
guidance for sourcing and procurement transactions (MSA, SLA, SaaS, NDA, and end-user
agreements), vendor due diligence, RFx strategies, and project budget alignment. Executively
recognized for successfully leading a high visibility RFP project consolidating 60+ SOWs to 15
managed services agreements, significantly reducing costs, and improving service delivery.
Maintain consistent and proactive communication with multiple stakeholders, assuming
accountability for timely delivery of contract, and sourcing services. Manage supplier relationships
and execute supplier management techniques in accordance with stakeholder expectations.
Provide continued training, and support to end users of the new Contract Management System
(CMS) tool. Project Manager, Strategic Sourcing & Operations - Center for Observational Research
Amgen Inc - Thousand Oaks, CA February 2016 to May 2018 Placed in lead manager role for
successfully developing positive relationships across senior business stakeholders, and for
establishing a reputation as the procurement expert. Developed strong collaboration with Finance
to ensure knowledge of and proactive approach to budget timeline and planning for each category.
Consistently achieved procurement objectives for assigned categories including delivery in defined
costs as agreed during annual planning process. Provided procurement and sourcing services

(MSA, SLA, SaaS, NDA, CDA, SOW, and end-user agreements), risk assessment, vendor management, RFX strategies, budget management, and vendor management for Non-Oncology and IT categories end to end. Managed Sunshine Act process and reporting to compliance team via C3 system for contracts with covered entities, negotiating payment adjustments and publishing language when applicable. Provided detailed financial reports to finance team to determine monthly reallocations of funds and accruals per category. Organized and led monthly meetings with study teams to understand status of studies, adjusting milestones, timelines, and budgets where applicable. Coordinated and led training support to end users for the pre and post launch of a new Contract Management System. Provided project communication with issue resolution, change management, and risk management skills. Managed project milestones and budgets cycles for each product. Reconciled monthly actuals utilizing purchase order invoicing reports from Self-Service Reporting and SAP, providing extensive analysis against internal study management and finance system. Managed the onboarding and offboarding of external workforce per the negotiated MSA and budget forecast. Key participant in the development of new standard operating procedures for contract administration and budget management. Successfully mentored and developed new team members. Project Coordinator, Clinical Quality & Data Management R&D Baxter Healthcare Corporation - Westlake Village, CA May 2012 to July 2015 Managed the review and negotiation of procurement and clinical contracts in support of the Clinical Quality and Data Management teams. Maintained contractual records and documentation, including contract correspondence, customer contact information, contractual changes, status reports and other relevant documentation for projects. Performed as a key resource for generating, developing and maintaining relationships. Managed the onboarding and offboarding of the external workforce. Ensured timely and accurate monthly reporting of department budgets. Provided vendor management in support of clinical trials, resourcing, and department needs. Managed employee project management tool and reporting for accuracy in budget allocations and accruals. Proficient in troubleshooting to anticipate possible delays, vendor issues, contracts, and budgets. Manager, Independent Music Label and Brand Development Old River Productions - Woodland Hills, CA April

2009 to December 2012 Provided innovative marketing research to identify entertainment trends and developments to influence decisions and strategies, creating opportunities for growth. Extensively scouted for new and upcoming talent to expand independent label, provide artist development and branding when applicable. Developed strong niche as a key resource for generating, developing and maintaining relationships. Provided procurement and contract services for hiring of musicians, graphic and fashion designers. Reviewed and pitched manuscripts and song submissions of original band members of Kool and the Gang to publishing firms, attorneys and executives. Managed reporting of copyright ownership of music in preparation for new album releases. Developed and maintained operational process for song submittals to administration and publishing firms. Organized high profile events with celebrity and Press involvement. Proficient in drafting artist splits detailing publishing and copyright ownership of music in preparation for album releases. Education Bachelor of Science in Merchandising & Marketing California State University - Northridge, CA Additional Information Project Management Microsoft Excel Kronos Finance Management Microsoft PowerPoint Cognos Sourcing and Procurement Microsoft SharePoint SAP Contract Management Microsoft Visio Self Service Reporting Music & Entertainment Microsoft Project Oracle Retail and Merchandising C3 DocuSign Marketing Coupa QuickBooks Microsoft Office 10/365 Icertis PRE3 Microsoft Word Ariba/My Buy Concur

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