

Dan Doherty

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Employment Experience

Forrester Research, San Francisco, CA

2016 - 2021

Contracts Analyst

- Negotiated contracts for incoming business
- Reviewed hundreds of contracts per week during high-pressure times in the fiscal year
- Maintained company contract lifecycle management process (Salesforce, Docusign, X-Author)
- Created contract templates for sales to initiate automatic contract generation flowing into automatic post-signature process
- Analyzed business, systems and sales-user trends with Salesforce reporting
- Acted as liaison to legal, accounting, billing, citations and technology teams
- Worked on occasional projects with Salesforce development team

Contracts Administrator

- Entered incoming contract data to initiate invoicing and product provisioning process within company systems
- Worked in high-volume situations for long hours while maintaining high degree of accuracy
- Maintained cleanliness in company systems related to sales and marketing teams' data
- Tracked system efficiency to report pain points in overall contract process flow

Prism Energy Services, Quincy, MA

2014 - 2015

Energy Efficiency Consultant

- Built and maintained client relationships and new business pipeline
- Evaluated commercial facilities for energy efficiency upgrade opportunities
- Managed installation projects on site
- Maintained project data in company systems

Capital Merchant Services, Amherst, MA

2011 - 2014

Acquiring Agent

- Cold-calling and pipeline development
- Retail solutions software support and troubleshooting

Computer Skills

- Microsoft Office – including high proficiency with Excel functions
- Salesforce – experience in reporting, and working with Docusign and X-Author APIs

Education

University of Massachusetts, Amherst, MA

2007 - 2011

Bachelor of Science, Physics and Mathematics

Boston College High School, Boston, MA

2003 - 2007