

# Lara Smoot

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**Profile:** Results driven professional with a proven ability to work independently, as well as, collaborate with a team consisting of cross-functional disciplines. Possesses a goal-oriented approach with a problem-solution mindset, while maintaining a strong customer focus.

- Determined to exceed expectations effectively and efficiently in a fast paced, deadline driven, and constantly changing environment.
- Detailed oriented, process driven, and utilizes data analysis for strategic business planning.
- Strong interpersonal and collaborative skills; experienced in problem resolution with cross-divisional teams.

## PROFESSIONAL EXPERIENCE

### NexGen RxMarketing, Bensalem, PA

#### Account Manager

*April 2013 to Present*

- Product Management: Successfully deliver all NexGen products to assigned clients as well as manage all projects from conception to completion.
- Project Management: Maintain project timelines to ensure all milestones are met and conduct internal team meetings to confirm project deliverable expectations.
- Med/Legal Review Management: Review and approve all documents prepared prior to submission. Participate in clients' reviews as well as track and manage all submissions.
- Cross Functional Relationships: Partner with the Operations and Design teams to pull through and execute projects by the expected launch dates.

### Telerx – Subsidiary of Merck, Sharp, & Dohme, Lansdale, PA

#### Project Manager

*October 2011 to March 2013*

- Management: Assist in the training and development of Project Coordinators as well as utilize Project Coordinators to complete administrative tasks.
- Global Communicator: Effectively communicate with global colleagues, key opinion leaders, and product managers with sensitivity to language barriers and cultural differences.
- Contract Management: Comprehensive management for over one hundred active lecture programs at any given time, while working with global medical counterparts to ensure global-local alignment, compliance, and corporate policies and procedures.
- Contract Negotiation: Facilitate the contract negotiation process between Key Opinion Leaders and the Compliance department.
- Customer Retention: Develop and maintain relationships and partnerships with Key Opinion Leaders.
- Issue Resolution: Collaborate with Global Compliance to ensure adherence to international regulations.
- Documentation: Review and ensure all contracts have been fully executed and properly stored prior to the program start date.
- Liaison: Collaborate with multiple internal functions including Marketing, Product Managers, Health Science Associates, Finance, Global Compliance, and Medical Directors.
- Accountability: Maintain full responsibility of projects by adhering to the highest levels of medical governance and principles of scientific engagement, as well as compliance.

**Telerox – Subsidiary of Merck, Sharp, & Dohme, Lansdale, PA**

**Project Coordinator**

*November 2010 to October 2011*

- Team Coordination: Collaborate with the Merck Global Engagement team in regard to lectures, advisory boards, expert input forums, and outcome research programs for prominent global medical experts for therapeutic areas of Ophthalmology, Steroids, Dermatology, Urology, Osteoporosis, A&A, Neuropsychiatry, and Women's Health.
- Due Diligence: Assist the Merck Global Engagement team with conflict of interest checks, FCPA requests, contract preparation/execution, and payment initiation.
- Cross-Divisional Relationships: Interact daily with colleagues of the payments and American Express Travel teams while gaining a comprehensive understanding of the roles and functions of each department.
- Reporting: Create and maintain a Work in Progress spreadsheet available to all stakeholders for reference and tracking purposes.
- Document Retention: Responsible for storing all necessary documentation electronically for future reference in addition to compliance and audit purposes.

**Estee Lauder, Bristol, PA**

**Customer Experience Representative**

*September 2008 to November 2010*

- Research Analysis: Initiate searches for discontinued products.
- Customer Consultant: Drive a high level of customer satisfaction on a daily basis.

**Fishbein & Company, Horsham, PA**

**Accounting Intern**

*September 2006 to September 2008*

- Audits Preparation: Client visits with senior accountants for audit purposes.
- Tax Preparation: Prepare individual tax returns to meet government requirements and deadlines as well as client expectations.
- Data Entry: Process W-2 & 1099 forms for senior accountants.

**EDUCATION**

B.S. – Business Administration, Drexel University, Philadelphia, PA  
Concentration in Marketing

*June 2010*