



Inna Tolmacheva

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EXPERIENCE

NBCUniversal (contract), Universal City, CA

Project - Enterprise-Wide - Intelligent Rights and CLM Projects, Senior Business (Legal) Analyst 2019 – 2021

- Instrumental in the vendor assessment and selection processes – Request For Information (RFI) and Request for Proposal (RFP) packages, including preparation of test data, test cases, scripts, questionnaires, SandBox
- Enjoyed frequent and direct interactions with senior management, legal leads and vendor teams with a continuous ongoing collaboration with the Intellectual Property Team
- Conducted company wide requirements gathering, including analysis of current systems, processes and data with the intent to harmonize current complex systems and needs
- Created training materials; conducted Introduction to CLM sessions, including its Phases and Contract Breakdown Metrics
- Gathered for Consolidation/Harmonization: Clause Library/Attributes and prepared Instructions for DevTeam
- Prepared unique templates for CLM from across a wide variety of departments (Peacock, Telemundo, Corporate, TV Legal Affairs, Cable Networks, International, etc.)

PARAMOUNT PICTURES CORPORATION (contract), Hollywood, CA

Project - Motion Picture Legal - Intelligent CLM Project, Business (Legal) Analyst 2018 – 2019

- Provided analysis, breakdown and mapping of Motion Picture Legal forms/template question and answer processes for CLM system (Apttus, Salesforce) intelligent templates build
- Coordinated and communicated questions and requirement change requests between implementation partners, offshore team, in-house IT team
- Translated legal requirements and comments into on page technical mapping and solutions. Maintaining consistence of process and language across system and multiple templates; Collaborated with an agile team in creating Tableau dashboards/reports, requirements analysis, technical solutions, technical design, acceptance criteria, and effort estimations during each phase
- Developed test scenarios to be delivered to end-users and support them during user acceptance testing (UAT); Verified functional integrity of the system design; Provided testing and troubleshooting of delivered intelligent templates (within Apttus/SalesForce environment), prepared and reviewed BRD and SRS
- Gathered and coordinated requirements from legal staff; tracking and helping assure feedback implementation into intelligent templates
- Interacted extensively with Paramount management, motion picture legal team, outside implementation partner, offshore technical resources, in-house IT team

DEPARTMENT OF PUBLIC HEALTH/ PMO (contract), San Francisco, CA

PM/Analyst, 2017 – 2018

- Expediting procurement process to facilitate Epic integration and meet implementation timeline
- Overall management and coordination of source to contract for all IT contracts from SOW preparation, technical and functional requirements gathering through to finalizing procurement documentation
- Collaborated effectively with vendors, clinical, legal, Informatics, and IT teams: identified the category of EHR solicitation, ensured compliance with Epic implementation and DPH requirements
- Responsible for TechStore/IT Procurement and UC contracts: RFPs, RFQs, Renewals, Modifications, Amendments

KORN FERRY HAY GROUP, Washington, DC

Business Analyst, PM 2013 – 2017

- Directed, organized, and managed contract review projects
- Managed complex contract reviews to ensure US Government regulatory compliance
- Conducted review of 400+ page health care contracts between states and health care providers for compliance, cost, and legal requirements
- Determined effectiveness of contracts for Medicare Advantage and Medicaid plans for the Centers for Medicare and Medicaid Services (CMS) in 2014, 2015, and 2016
- Monitored budgets and expenditures as well as project scheduling, planning and oversight
- Managed project lifecycle from initiation and setup, input for SAP, entry of delivery data into internal systems, handoff of delivery data to other functions, execution to invoicing, financial tracking, and closing out when complete in compliance with PMO standards
- Analyzed external data, identified and reconciled errors, and prepared customer proposals and valuation reports
- Part of CMS Bid Review team that analyzed and developed health plan pricing and analyzed Medicare data sets with linked tools involving functions to resolve outlying metrics
- Directed market analysis and research of government retirement plans including vendor searches that involved drafting/releasing RFPs, evaluated received proposals, and drafted recommendations for major clients Identified, selected, recruited and managed summer interns in four separate office locations

RAPOPORT CAPITAL, Washington, DC

Business Analyst, 2010 – 2013

- Conducted market research to identify high growth potential local and international investment opportunities
- Researched and analyzed key business drivers, competitive environment, trends, and operating metrics, synthesized raw information into insights, recommendations, dashboards, and reports
- Complied and managed data analysis of investment portfolio to examine returns and growth
- Researched various philanthropic organizations to that align with firm's mandate
- Engaged with clients and investors to assist with business development and to maintain relationships
- Prepared presentations and communicated findings from initiatives to senior management

IKEA RUSSIA HEADQUARTERS, Moscow

Project Coordinator, 2006 – 2009

- Responsible for legal, regulatory, and project management tasks related to the opening of new retail locations
- Managed legal and regulatory requirements associated with establishing new store fronts
- Researched and recommended real estate acquisitions for new IKEA locations in Russia
- Negotiated, reviewed and executed all outside vendor contracts
- Trained and managed all local hires in IKEA corporate culture and customer service
- Coordinated budgets of several IKEA departments; prepared financial projections and ensured projects adhered to budget, managed internal financial data

EDUCATION

SOCHI STATE UNIVERSITY, COLLEGE OF LAW, Sochi, Russia

Civil Law Masters Degree, 2005 (GPA3.8/4.0)

SKILLS AND QUALIFICATIONS

TECHNICAL: Microsoft Office (Excel, Word, Access, Outlook, Power Point, Project, Visio), Tableau, SAS, Oracle, SAP, Crystal Reports, SQL, CRM (Salesforce), Veeva CRM, Atlassian: JIRA, Confluence; IManage, DAM, PAM, MAM platforms

BUSINESS: Research & analysis, project planning, management, financial and business analysis, process mapping, risk assessment & mitigation, solution design, data mining, data integration, data mapping & analytics, recruitment process expertize.

LANGUAGES: English, Russian. OTHER: U.S. Citizen; Available to relocate; References available