

ROSALINE MAXINE JOHNSON

Charlotte, NC
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Biographic Overview

An organizational strategist and results oriented professional with extensive contract analysis experience. Proven track record of handling complex and confidential initiatives, mastering business operations and implementing organizational methodologies. Strategic thinker with a high degree of creativity and latitude to meet diverse business challenges, identify potential problems and provide plausible solutions to ensure business activities are successfully aligned with the corporate philosophy and initiatives.

PROFESSIONAL COMPETENCIES

- Executed and monitored contract requirements utilizing successful technical and operational strategies.
- Coordinated pre-developmental meetings that ensured all departments understood contracted requirements and specifications.
- Developed, monitored and reported budget productivity reports and communicated strategic opportunities.
- Successfully managed multiple vendor operations accounts while meeting cost driven deadlines.
- Communicated and implemented corporate policies and procedures to ensure compliance and was considered a source for information and best practices amongst peers.

EDUCATION

MS, Health Services Administration, Strayer University, Charlotte, NC (April 2009 – May 2012)

MS, Organizational Management and Leadership, Springfield College, Springfield MA (January 2003 – May 2004)

BS, Human Services and Education, Springfield College, Springfield MA (August 1998 – December 2001) (Cum Laude)

PROFESSIONAL EXPERIENCE

Compliance Consultant III
Robert Half Management Resources
Charlotte, North Carolina

- ❖ Selected to one (1) of three (3) teams tasked with testing a pilot remediation program with one of the top financial institutions. (Excel Spreadsheets, VLOOKUP, SharePoint, iTop, Client Source portals).
- ❖ Assisted in the development of an auditing system for the project which was used to improve reporting and to increase accuracy and efficiency of all teams.
- ❖ Assisted in the development of testing strategies and methodologies; evaluated the adequacy and effectiveness of proposed policies, procedures, processes, initiatives, and internal controls in conjunction with actual processes.
- ❖ Assisted in the development, implementation, and monitoring of a risk-based compliance program with completing reviews and evaluating potential exceptions to assure compliance with federal, state, agency, legal and regulatory requirements. (AML, BSA, OFAC, US Patriot Act, CDD/EDD, and KYC).

- ❖ Identified training opportunities; assisted in the design and development of training materials and the coordination of training.
- ❖ Reported findings and drafts of recommendations to compliance risk and business line management.
- ❖ Coordinated production of periodic performance reports for senior management, including trend analysis and recommended strategies.

***Contract Management Consultant
The Lash Group – Fort Mill, SC***

- ❖ Daily management of submitted pharmaceutical vendor contracts for legal department ensuring that each contract is properly logged, tracked and updated in Cobblestone Contract Management Database.
- ❖ Ensured service and quality monitoring, coordination of changes and/or expansions of contract terms (60, 90, 120 days), while monitoring compliance with contract provisions.
- ❖ Reviewed contractual performance of contract parties to ensure compliance with terms and to identify conflicts.
- ❖ Drafted templated agreements: Master Services Agreements, Statement of Work Agreements, Business Associate Agreement, and Non-Disclosure Non-Circumvention).
- ❖ Monitored and documented all communication concerning each contract ensuring each electronic and hardcopy file is current and updated.
- ❖ Assured accuracy and appropriateness of contracts text and attachments.

***Budget, Vendor and Contract Analyst
Novant Health, Inc. – Charlotte, NC***

- ❖ Reviewed legal and business contracts (Master Service Agreements, Business Associate Agreements, Non-Disclosure Agreements, Statement of Works for EPIC Consultants Rollout, Request for Proposals, Request for Quotations, Request for Information, and Service Level Agreements. (Novatus Contract Management Database).
- ❖ Prepared, analyzed and collaborated on annual budgets of \$72M for 18 cost centers for operational and capital projects. (Lawson Financial Database and Kaufman Hall Database).
- ❖ Examined 18 cost centers budget estimates for completeness, accuracy, and conformance with procedures and regulations on a monthly basis.
- ❖ Directed the preparation of regular and special budget reports on a monthly basis.
- ❖ Reviewed 18 cost centers operating budgets to analyze trends affecting budget needs.
- ❖ Consulted with 13 managers and 7 directors to ensure that budget adjustments were made in accordance with project changes.
- ❖ Compiled and analyzed accounting records and other data to determine the financial resources required to implement new external contracted projects and active internal projects.
- ❖ Analyzed legal and financial documents for contract adherence.
- ❖ Maintained Novatus Contract Management Database with tracking system for budget information to make processes more efficient.
- ❖ Assisted with project coordinator and project manager to increase profits through the Lean initiative which centered on reducing costs and inventory.
- ❖ Assisted with the onboarding process which included preparing and sending emails with information about the organization, the position including the policy handbook, security detail (access rights), details on orientation, dress attire, and schedules.
- ❖ Invoice preparation and distribution through Ariba software for purchases of hardware and software for Information Technology department. (IBM, Microsoft, HP, SAP, VMware, Cisco and Intel).

Legal Analyst

Office of the Attorney General – Hartford, CT

- ❖ Assisted Seven (7) Assistant Attorney Generals and other legal officers and support personnel.
- ❖ Prepared various legal documents (Briefs, Pleadings, Appeals and Contracts, Affidavits, Reports, and other related documents) for submission to Court or Trial. (Word, WordPerfect, Outlook and Prelaw).
- ❖ Assisted with analyzing and constructing all legal documents, exhibits, attachments for court.
- ❖ Assisted with development of internal policies and implemented them to meet objectives.
- ❖ Prepared financial statistical reports and reviewed calculated invoices for department to be filed for payment.
- ❖ Seamlessly balanced cross-functional initiatives to ensure efficient day to day functions were met.
- ❖ Developed and executed logistics-related monthly reports of expenses.
- ❖ Performed monthly operations performance reviews.
- ❖ Citation of Honor from the General Assembly, State of Connecticut.

ADDITIONAL CREDENTIALS

TECHNICAL SKILLS

- Proficient in Novatus Contract Management Database, Cobblestone Contract Management Database, Lawson Financial Database, Kaufman Hall Database, PeopleSoft, Ariba and Microsoft Office Applications (Word, Excel, Outlook, PowerPoint, WordPerfect). Completed various certification courses offered by Novant Health, including: Managing and Optimizing Revenues, Financial Management, IT Service Management, Document Management Training and Managing Payroll and Non-Payroll Expenses.