

Alexcia M. Plummer, JD

United States Citizen- able to relocate

Legal Advisor | Expertise in Contract Negotiation & Client Relations

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Summary of Profile

An astute New York Bar qualified Lawyer with 6 years PQE. A Senior Corporate Contracts Specialist with extensive experience in contract management, negotiation, and compliance working in-house in the academic sector as well as High Court experience assisting in various cases including Domestic Relations, Probate, Criminal, and major Civil cases. Also has experience in regulatory compliance and mitigating risks. Proven track record of streamlining operations, enhancing contractual advantages and ensuring regulatory compliance. Skilled in cross-functional collaboration, risk mitigation, and leading initiatives to drive organizational objectives.

Senior Contracts Specialist | Purdue University | Oct 2018 - Present

Key Achievements

- Streamlined Contract Management: developed and implemented standardized contract templates across departments, reducing processing time by 42%.
- Enhanced Contractual Advantage: drafted, reviewed, and negotiated the following types of agreements to secure advantageous terms: Assignment Agreements, Basic Research Agreements, Collaborative Agreements, Consortium Agreements, Cooperative Research and Development Agreement, Human Data Transfer Agreements, Equipment Transfer Agreements, International Activity Agreements, Intellectual Property Management Plans, Master Agreements, Material Transfer Agreements, Memorandums of Understanding, Non-Disclosure Agreements, Services Agreements, Small Business Technology Transfer Agreements, Teaming Agreements, and Testing Agreements.
- Ensured Regulatory Compliance: maintained meticulous records, ensuring 100% compliance with federal policies and regulations such as HIPAA and GDPR, Institutional Review Boards (IRB), and Export Controls.
- Cross-Functional Collaboration: led meetings to interpret contract requirements and coordinated with stakeholders to finalize terms and mitigate risks.

Key Responsibilities

- Conducted technical requirement meetings and finalized terms for various agreements.
- Participated in negotiations with clients and suppliers, collaborating with legal counsel and finance teams.
- Coordinated insurance certificates issuance for projects, ensuring compliance with contractual requirements.
- Budget Review & Compliance: Collaborated with the accounting department to review budgets, ensuring adherence to federal guidelines for federally funded projects.
- Post-Award Compliance: Included specific terms in contracts to meet post-award reporting requirements, ensuring comprehensive compliance with relevant regulations.

Judges' Assistant | Tippecanoe Superior Courts | May 2014 - Feb 2015 | Dec 2017 - Oct 2018

- Supported judges across Circuit Court and Superior Courts, handling major criminal and civil cases, conducting legal research, and drafting memoranda.
- Managed court proceedings, including administrative responsibilities and documentation of court activities.

Career Highlights (Non-Exclusive)

- Common Law educated and practiced
- Negotiated with US Federal Agencies:
 - Department of: Air Force, Army, Defense, Energy, and Navy
 - NASA
 - USAID
- Negotiated with UAE entities:
 - Khalifa University
 - Dubai Electric and Water Authority
 - Private company - contract consulting and drafting
- Negotiated with Worldwide entities:
 - Amazon
 - Aramco
 - Eli Lilly and Company

EDUCATION

Western Michigan University Thomas M. Cooley Law School

September 2014

Juris Doctorate | Intellectual Property & International Business

Loyola University New Orleans

May 2010

Bachelors | Music Industry Studies & Vocal Performance

CERTIFICATIONS

Bar Admission: Indiana, USA | Admitted: July 30, 2021

Universal Bar Exam: Passed New York | 2017 | Score: 266

Notary Public: Commission ends March 30, 2029

RELEVANT SKILLS

- Contract Management: Drafting, Negotiation & Review
- Compliance: HIPAA, GDPR, Privacy Policy Review, Export Control
- Business Development & Strategy
- Executive Support & Relationship Management
- Communication (Written & Verbal)
- Project Management & Organization
- Legal Research & Analysis
- Intellectual Property Law
- Cross-cultural Communication
- Customer Relationship Management

COMMUNITY LEADERSHIP & INVOLVEMENT

- TIME Magazine, December 2006 - Person of the Year
- Owner-Creator & Curator, AMPsConnected Podcast (Artists networking platform)
- Hapkido - Black Belt (Received in South Korea)
- Younger Women's Task Force (Community Activist)
- After school volunteer (Reading, English, and career guidance)
- Guinness World Record Holder - Dubai 2023, Most Nationalities to Participate in HIIT Workout
- Founder of Lit Global Impact - provide educational, health, and travel resources to underserved children in Ghana

LANGUAGES

- English: Fluent (native)
- Arabic: Beginner
- Korean: Beginner (lived experience)

SYSTEMS KNOWLEDGE

- SAP
- Perceptive Content
- COEUS
- Huron Research Suite

REFERENCES

Available upon request

Thank you!

Alexcia M. Plummer