

VALERIE T. SHOEMAKER

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SUMMARY

Business Professional with progressive experience in industry leading corporate organizations and educational institutions. Expertise in clinical studies, financial services, planning, organization and project management. Demonstrated skills in complex environments. Innovator, solution builder, trainer and collaborator. Customer focused, detail and results oriented.

PROFESSIONAL EXPERIENCE

USM TRANSFIELD SERVICES GROUP, Norristown, PA
(Contract position through "The Carney Group")

Sep-Dec 2010

Procurement and Sales Specialist

Performed daily activities associated with the sourcing and procurement of products and services. Update supplier database to include supplier capabilities, cost analysis and current key performance indicators. Process and approve invoices in system and forward to finance for payment. Make sales calls to contractors and vendors.

ASTRAZENECA (FORMERLY ASTRA MERCK), Wilmington, DE

1995-2009

Clinical Research Associate in CV/Respiratory/CNS (2004-2009)

Knowledge and experience in the start-up, execution, closeout and reporting of phase I, II, III clinical studies. Knowledge of FDA regulations and drug development; knowledge of clinical study process ICH and GCP guidelines. Monitor sites as needed. Track budget and expenditures for studies.

- Designed and implemented an improved process for the closeout and archiving of clinical trials.
- Lead Cardiovascular Records Management Team as subject matter expert to standardize processes and assure FDA compliance for all trials.
- Recruited, trained and mentored team members for exceptional performance in specialized projects.
- Reduced access issues by 90% in Data Management.
- Proactively identify study related issues and provide recommendations for resolution.

Clinical Development Coordinator (2001-2003)

Support Sr. VP of Global Clinical Development and Project Management and global team

- Plan Clinical Development Team Meetings in North America, South America, Europe, Asia and Australia; coordinate with hotels and conference centers.
- Make all travel arrangements for senior management and direct reports; process all expense reimbursements.
- Hold personnel files of direct reports, process raises, handle appraisals, set up interviews.
- Process documentation for foreign employees to work in US.

Finance Analyst and Accounts Payable Specialist (1998-2000)

- Developed and implemented training program for use by finance department and its customers; which improved accuracy, effectiveness and efficiency.
- Decreased delay in outgoing payments by adapting internal procedures to be aligned with changing vendor requirements.
- Prepared and analyzed weekly and monthly reports for senior management.
- Review and approval of payments to corporate vendors and rebates to government agencies.

Licensing and Business Development Coordinator (1995-1997)

Worked with and contacted potential partners for In-Licensing opportunities.

- Planned and coordinated national and international Pharmaceutical/Biotech conferences and meetings.
- Wrote, updated and maintained contracts/confidentiality agreements with biotech companies, universities, doctors and other pharma companies.
- Worked with outside publisher to create a new Licensing and Business Development brochure.

RELATED PROFESSIONAL EXPERIENCE

(Prior to 1995)

GOSHEN FRIENDS SCHOOL, West Chester, PA***Office Manager/Accountant/Teaching Assistant***

Manage office of private school. Prepared staff payroll; filed Federal, State and Local taxes. Processed and paid all invoices. Hired substitute teachers when needed. Teach afternoon computer classes. Help out in classrooms as needed.

GENERAL ELECTRIC COMPANY / LOCKHEED MARTIN (M&DSO), King of Prussia, PA***Finance - Proposal Costing Analyst / Financial Analyst / Program Accountant***

Prepared proposal cost estimates / cost volumes for government and commercial bids.

Designed and implemented enhanced computer cost estimating system. Implemented automated budget and tracking system. Developed financial bid strategies for proposal, negotiated key change proposals with customers. Conducted audits at various sites around country, research for preparation of audit and prepared detailed worksheets for auditing purposes. Negotiated purchasing contracts with vendors.

Program Control - Project Manager / Program Manager

Developed and managed people. Maintained contracts and proposals, scheduling, tracking, forecasting and reporting of projects. Established staffing and budgetary requirements, equipment and space needs for projects. Prepared, analyzed and presented weekly and monthly reports to upper management on projects and contracts. Liaison with Engineering, Legal, Contracts, Finance and Program Control. Contributed to strategies, recommended options and developed schedules that allowed team to produce winning, profitable proposals within tight time constraints.

EDUCATION

Finance and Business Administration, University of Pennsylvania, Philadelphia, PA
Economics, Villanova University, Villanova, PA
Financial Leadership Development Program (FLDP) – General Electric
Real Estate Fundamentals and Practice

TECHNICAL SKILLS

MS Software (Outlook, Word, Excel, PowerPoint, Project, Access, Publisher, FrontPage), HRIS, PeopleSoft, Oracle, SAP, Visio, FORTRAN, COBOL

PROFESSIONAL MEMBERSHIPS

Member of PMI (Project Management Institute)
Member of HBA (Healthcare Businesswomens Association)

AWARDS

AstraZeneca Leadership Award for work on Executive Board for Employee Network Groups
AstraZeneca Leadership Award for work on Hispanic Festival and Latina Cancer Conference
AstraZeneca IMPACT Award for 100% compliance in Cardiovascular
Governors Award from the State of Delaware for community service and work done on Eldercare