

Culver City, CA 90230

**Senwee Bradley, MA**  
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(805) 300-6275

**Achievements:** Save \$9K annually in month-end overtime wages by improving accounting procedures as Accounting Manager Assistant; assist in department merger with additional staff, staff reduction, training, and policies and procedures manual; and manage 3 employees.

### Core Competencies

- Scope of Work (SOW)
- Budget/Timeline/Deliverables
- Train Assignment Portfolio (TAP)
- Accounting/Purchase Orders
- Contract Management/
- Training Workshops-EU
- Collaborate with Executives
- Entrepreneur Aptitude
- Visio Workflows
- Proactive Introspective Leadership
- Team Building/Expense Reports
- Department Trainer

### Education

**Masters of Arts with Honors in Organizational Leadership** - BIOLA University, La Mirada, CA

- Strength Deployment Inventory Facilitator (SDI) # 403773

**Baccalaureate of Business Administration** - Tennessee State University, Nashville, TN

**Project Management Certificate** - AAA Institute-Canoga Park, CA

### Professional Experience

#### **Business Analyst - Consultant**

February 2015 – 2020

Baxalta/Shire and Amgen

Coordinate training materials, workshops, and manuals; prepare Request For Information, Request For Proposal, and Request For Quote; maintain global contracts, facilitate contract translation services, create purchase orders, and edit employees LMS training profile;

- TAP assignment
- Generate SAS report
- Tableau Report
- Standard Operating Procedures
- COGNOS Reports
- ExtraView – OTRT

**Software:** Cognos, Ariba, Coupa, EPIC, SharePoint, and Microsoft Office

#### **Business Analyst-Operations-Contract Management**

Amgen (ACT 1)

August 2010 - January 2015

Create and maintain 155-170 international and domestic consulting and Confidential Disclosure Agreement (CDA) contracts and purchase orders with \$25M annual budget that support projects for five Therapeutic Areas (TA) and Observational Research Review Group (ORRG);

- Create and implement processes, procedures, and department policies
- Establish strategic direction for contract projects
- Maintain Pivot Tables/Charts, metrics files, and Gantt charts
- Organize weekly international and domestic interdepartmental executive meetings
- Examine and process timelines, deliverables, budget worksheets, and scope of work documents for projects

- Compare invoices to budget worksheets for accuracy and payment
- Communicate plans that identify key challenges, approaches, methods, performance metrics and resources
- Communicate with Legal, Fair Market Value, Safety, Vendors, and Compliance Departments

**Software:** Extra View, OTRT, Cognos, Ariba, Coupa, EPIC, SharePoint, Microsoft Office, SAP, AS400, CDEF, and eFinity