

THOMAS P COLEMAN

401 Vernon Street #201
Oakland, CA 94610

p: (415) 827-8113
e: arkibet@gmail.com

Soft Skills Analytical, Communicative, Creative, Leadership, Process Excellence, Safety Awareness, Solution Focused, Team Oriented

Past Experience **September 2012 – Present** **Berkeley City College, Berkeley CA**
Student, Multimedia Arts 3.5 GPA

- 100+ hours on Student Productions
- Certificate: Foundations of Video

April 2013 – July 2013 **days with zahrah, Oakland, CA**
Associate Producer (internship)

- Webpage Management
- Social Media
- Script Writing

June 2005 – March 2012 **Genentech USA, South San Francisco, CA**
Sr. Contract Analyst (title updated to Contract Manager)

- Oncology Contracts (End-to-End processing)
- Data Validation (over 1M records, over 2B sales)
- Rebate Calculations per Group Practice (~6M twice a year)
- Process Improvement Projects to Contracting Strategy, Government Reporting, and Oncology Contract Management
- Trained in SOX, ICFR, and other financial controls

May 2001 – June 2005 **Johnson & Johnson LifeScan, Milpitas, CA**
Contract Services Analyst II

- Commercial Contract Writing: MCO/PBM, HIPAA, BAA, and Marketing Development Funds (100M Annual Sales)
- Government Administration 340B DSH
- Compliance Reporting for bundled contracts
- Advertising Reimbursement, Consumer Marketing
- Sales Force Reporting & Support

April 1997 – May 2001 **Johnson & Johnson Health Care Systems, Piscataway, NJ**
(started as Contractor in 1997, hired as full time employee April 1998)
Managed Care Analyst (January 2000 – May 2001)

- Quarterly PBM Rebate Administration (~18M Rebates, 80M Sales)
- Sales Validation (NCPDP Data and Outliers)
- Field Sales Reporting
- External Audits
- Training Coach for new employees
- Chairman's Award for Managed Care, 2000 (highest company honor)

Chargeback Analyst (April 1997 – December 1999)

- Chargeback Processing (IMHC, CARS/IS)
- Non-Targeted Distributors and Wholesalers
 - 98 Distributors, 32 Wholesalers (~6M/month, 24M sales)
- A/R support, Resubmission processing
- Training Coach for new employees

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- Other History**
- February 1995 – August 1999** **Nightmare Productions, Cranford, NJ**
President. Owner of Interactive Theater Business. Responsible for IT, Staff Management, Incorporation, and Production Management
- November 1997 – April 1998** **Miller Staffing Solutions, North Brunswick, NJ**
Contractor. Short Term Assignments: Administrative, Excel Macro Writing, HR Support, Finance A/R
- December 1996 – September 1997** **Olsten Staffing Services, Princeton, NJ**
Samples Admin Asst. Database design and maintenance, Audit Discrepancy reports, Compliance investigation, Handwriting/signature analysis
Legal Secretary. Dictaphone, Project Management, Dockets, and Correspondence
- July 1992 – November 1996** **IFA Insurance Company, Cranford, NJ**
Customer Service. Customer Service, A/R Data Entry, Filing
- Education**
- Berkeley City College,** 2050 Center Street, Berkeley CA 94704
Multimedia Arts Student
- Almeda University,** 10400 W Overland Road #224, Boise ID 83709
B.S. Business Administration
- Hobbies** World of Warcraft Progression Raiding (top 1% of world wide players), Singing, Interactive Theater, Enneagram
- IMDB** <http://www.imdb.com/name/nm7119828/>
- References** Available upon request.