

Sophia Marchetti

CONTRACTS MANAGER

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Certificates

Certified Commercial Contracts Manager (CCCM)

National Contract Management Association
02/2023

Skills

Contract Negotiation
Contract Drafting
Clinical Trial Agreements
Master Services Agreements
Contract Lifecycle Management
NDAs • Excel • Word
Attention to Detail
Communication Skills

Summary

Contracts manager with 8 years of commercial and clinical contracting in biotech, managing 600 agreements a year for a Boston oncology company. Owns contract drafting and contract negotiation for clinical trial agreements, master services agreements and supplier deals, working with legal, finance and clinical operations. Known for attention to detail and plain communication skills under tight study timelines.

Experience

Contracts Manager 09/2022 - Present

Harborview Oncology Therapeutics Boston, MA
Clinical-stage biotech with 380 employees and 14 active trials.

- Negotiate **150** clinical trial agreements and budgets a year with sites in 9 countries, at a 62-day median cycle.
- Draft master services agreements and work orders with CROs and labs covering \$95M in annual spend.
- Lead 2 contract specialists and maintain the review playbook for NDAs and consulting agreements.
- Moved 2,400 legacy agreements into a contract lifecycle management system, with every renewal date tracked.

Contracts Specialist 07/2018 - 08/2022

Commonwealth Clinical Research Group Waltham, MA
Contract research organization running Phase I-III studies for 60 sponsors.

- Drafted 200 confidentiality, consulting and site agreements a year from approved templates.
- Built site budgets in Excel against fair market value benchmarks for 40 Phase II and III studies.
- Resolved indemnity and publication disputes on 60 contracts with academic medical centers.
- Maintained a Word clause library of 80 approved fallback positions for the legal team.

Education

Bachelor of Science 05/2018

Northeastern University Boston, MA
Business Administration