Jennifer L. Johnson

Virginia Beach, VA 23462

(757) 204-5810

[contact@johnsonprofessionalsolutions.com](mailto:contact@johnsonprofessionalsolutions.com)

www.johnsonprofessionalsolutions.com

Please allow me to introduce myself. My name is Jennifer Johnson. I am the CEO of Johnson Professional Solutions. JPS is an outsourcing company providing paralegal, contract management, and executive administrative services to attorneys, corporations and governmental agencies. Outsourcing to JPS allows your company to redirect its attention to its own competencies, lower costs and improve the efficient allocation of resources within the company to handle other tasks. My mission is to provide quality support services so that money may be invested in quality work product, not overhead, resulting in client’s funds being spent more efficiently, thus offering services on an as needed basis.

I am the lead paralegal and possess a diverse background in the legal and healthcare industry. My prior experience in the legal field and extensive educational training has given me an in-depth perspective of the law. In 2003, I graduated from Bryant and Stratton College with an Associates of Arts in Paralegal Studies and in 2014 received my Bachelor's in Paralegal Studies from Hampton University.

I am dedicated to providing exceptional service. In me you will find a dedicated, ambitious, punctual, self-confident and deadline driven professional who thrives under pressure. My dedication and ambition has helped me stay grounded and organized. My high energy and quick learning style enables me to hit the ground running.

Experience

**Legal Industry – Legal Secretary/Paralegal/Office Manager**

* Prepare legal documents relating to bankruptcy, civil litigation, estate planning, family law and real estate matters.
* Research and analyze statutes and legal codes.
* File pleadings with court clerk.
* Interview clients for case intake.
* Act as a liaison between the attorney, clients, health care providers and insurance carriers.
* Manage case from beginning to end, maintaining court calendars, timelines and databases accordingly.
* Proofread and edit documents.
* Closely monitor and review case status and deadlines.
* Maintain files and delegate tasks.
* Handle calendaring, routine bookkeeping and timekeeping.

**Healthcare Industry – Credentialing Specialist/Contract Analyst/Contract Admin Consultant-Procurement**

* Assist with projects, gather data and research information. Organize data and project documents in the development of on-time and accurate deliverables.
* Draft master services agreements, consulting agreements, amendments, statements of work, business associate and non-disclosure agreements.
* Analyze contractual documents to ensure the accuracy of key contract data elements, monitor contract performance while maintaining consistency with internal business practices.
* Create and maintain Standard Operating Procedures and workflows.
* Track progress of contract activities, providing status updates to internal and external parties, compiling and analyzing contract data, and maintaining historical contract information, analytical reporting.
* Perform all duties of contract administration, including negotiation, correspondence, documentation, and product delivery for major contracts.
* Negotiate contract terms from proposal stage to project close-out in accordance with relevant regulations.
* Coordinate approval of negotiations, contracts, and subcontracts.
* Modify contract schedules.
* Ensures timely processing of technical reports and deliverables.

Skills

* Detail oriented with strong organizational, communication and time management skills.
* Comfortable interacting with all levels of the organization and the public.
* Ability to comprehend complex situations and learn quickly.
* Committed to quality and excellence.
* In-depth understanding of ethical standards and the legal profession.
* Accustomed to handling sensitive, confidential information.
* Dependable, resourceful, and thrives in deadline driven environments.
* Knowledge of multiple computer programs, including Microsoft Office, Internet Explorer, Citrix, Google Chrome, Avaya, Ariba, Emptoris, Adobe, Pacer, TASB, LexisNexis.

Payment

Hourly Rate\*: 35 Flat-fee: Based on project

Payments accepted: Credit Cards, PayPal or Square

Projects under 30 days: Deposit of 50% is due 24 hours before the project start day, remaining balance due upon project completion.

Projects over 30 days: Deposit of 25% is due 24 hours before the project start day and re-occurring payments every week until the end of the project.

\* rates are subject to change.