


# Alexcia M. Plummer, JD

United States Citizen- Available to Relocate

Senior Research & Development Contracts Lawyer | Global Legal & Compliance Specialist  
Protecting IP & Facilitating International Agreements Across Industries

+1 765-412-8336 (Also on WhatsApp) ✉ amplummer0610@gmail.com

 [www.linkedin.com/in/ampsconnected](https://www.linkedin.com/in/ampsconnected)



## Summary of Profile

An astute New York Bar qualified Lawyer with 11 years PQE. A Senior Research Contracts Lawyer with extensive experience in contract management, negotiation, and compliance working in-house in the academic sector as well as High Court experience assisting in various cases including Domestic Relations, Probate, Criminal, and major Civil cases. Also has experience in regulatory compliance and mitigating risks. Proven track record of streamlining operations, enhancing contractual advantages and ensuring regulatory compliance. Skilled in cross-functional collaboration, risk mitigation, and leading initiatives to drive organizational objectives.

## Senior Contracts Specialist | Purdue University | Oct 2018 - Present Key Achievements

- Streamlined Contract Management: developed and implemented standardized contract templates across departments, reducing processing time by 42%.
- Drafted, reviewed, and negotiated the following types of agreements: Assignment Agreements, Basic Research Agreements, Collaborative Agreements, Consortium Agreements, Cooperative Research and Development Agreement, Human Data Transfer Agreements, Equipment Transfer Agreements, International Activity Agreements, Intellectual Property Management Plans, Master Agreements, Material Transfer Agreements, Memorandums of Understanding, Non-Disclosure Agreements, Other Transaction Agreements, Services Agreements, Small Business Technology Transfer Agreements, Subawards, Teaming Agreements, and Testing Agreements with universities, industry, foundations, and government agency partners.
- Ensured Regulatory Compliance: maintained meticulous records, ensuring 100% compliance with federal policies and regulations such as HIPAA and GDPR, Institutional Review Boards (IRB), and Export Controls.
- Cross-Functional Collaboration: led meetings to interpret contract requirements and coordinated with stakeholders to finalize terms and mitigate risks.

## Key Responsibilities

- Conducted technical requirement meetings and finalized terms for various agreements.
- Participated in negotiations with clients and suppliers, collaborating with legal counsel and finance teams.
- Coordinated insurance certificates issuance for projects, ensuring compliance with contractual requirements.

## Negotiation Highlights

- Negotiated with US Federal Agencies (US Federal Uniform Guidance):
  - Department of: Air Force, Army, Defense, Energy, and Navy
  - NASA
  - USAID
- Negotiated with GCC entities:
  - Khalifa University (Activity Agreement)
  - Dubai Electric and Water Authority (NDA)
  - U.S. Embassy Riyadh (Cooperative Agreement)
- Negotiated with Worldwide entities:
  - Amazon
  - Aramco
  - National Institute of Health/dbGaP Data Repository (signatory for Purdue University)

## Judges' Assistant | Tippecanoe Superior Courts | May 2014 - Feb 2015 | Dec 2017 - Oct 2018

- Assisted judges across Circuit Court and Superior Courts handling a variety of major criminal cases (murders, Level 1-5 felonies), domestic relations cases, major civil cases, and probate matters.
- Conducted extensive legal research and utilized specialized databases and internal resources to support case preparation, ensuring comprehensive analysis of intricate legal issues, statutes, and case law precedents.
- Drafted comprehensive legal memoranda, briefs, and opinions on a wide range of legal issues, incorporating relevant legal principles, statutes, and case law to facilitate informed decision-making.
- Managed court proceedings as an administrative bailiff, including typing transcripts, taking minutes, and ensuring accurate documentation of court activities.
- Supported the Circuit Court's exclusive jurisdiction over probate matters, including estates, guardianships, adoptions, and trusts, while sharing jurisdiction over juvenile matters with Superior Court 1.
- Played a key role in the administration of the felony Forensic Diversion Court, pro se domestic suit and support hearings, and other civil and tort cases in Superior Court 2.
- Oversaw the approval of fee waiver requests in divorce actions, the family counseling fund, and the administration of court reporter transcript claims.

## EDUCATION

### Western Michigan University Thomas M. Cooley Law School

September 2014

Juris Doctorate | Intellectual Property & International Business

### Loyola University New Orleans

May 2010

Bachelors | Music Industry Studies & Vocal Performance

## CERTIFICATIONS

Bar Admission: Indiana, USA | Admitted: July 30, 2021

Universal Bar Exam: Passed New York | 2017 | Score: 266

Notary Public: Commission ends March 30, 2029

Independent Travel Agent - InteleTravel Agent

IATA: 10548020, CLIA: 00323643

## RELEVANT SKILLS

- Contract Management: Drafting, Negotiation & Review
- Compliance: HIPAA, GDPR, Privacy Policy Review, Export Control, FAR, DFAR, ARL, HHSAR, DEAR, TAR, NFS, HSAR
- Business Development & Strategy
- Executive Support & Relationship Management
- Communication (Written & Verbal)
- Project Management & Organization
- Legal Research & Analysis
- Intellectual Property Law
- Cross-cultural Communication
- Customer Relationship Management

## COMMUNITY LEADERSHIP & INVOLVEMENT

- TIME Magazine, December 2006 - Person of the Year
- Owner-Creator & Curator, AMPsConnected Podcast (Artists networking platform)
- Hapkido - Black Belt (Received in South Korea)
- Younger Women's Task Force (Community Activist)
- After school volunteer (Reading, English, and career guidance)(South Korea, UAE, USA)
- Black Dubai Private Membership - Since 2022
- Guinness World Record Holder - Dubai 2023, Most Nationalities to Participate in HIIT Workout
- Founder of Lit Global Impact - provide educational, health, and travel resources to under served children in Ghana

## LANGUAGES

- English: Fluent (native)
- Arabic: Beginner (lived experience)
- Korean: Beginner (lived experience)

## SYSTEMS KNOWLEDGE

- SAP
- Perceptive Content
- COEUS
- Huron Research Suite

## REFERENCES

Available upon request

*Thank you!*

*Alexcia M. Plummer*