

ERICKA HARTSOUGH
PARALEGAL

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Ericka is an experienced Certified Paralegal. She is a respected resource who is relied on for keen accuracy, sound judgment, and proactive support and is able to develop rapport with people at all levels while building confidence and trust.

During her 19+ years as a paralegal at Sanofi US Services Inc., Ericka provided legal support to in-house counsel and client groups (discovery research, alliances and partnerships, clinical, clinical purchasing, purchasing, regulatory, pharmaceutical sciences) on research and development (“R&D”) matters. Her area of support included the following:

- Negotiating, drafting and reviewing various R&D agreements specifically focusing on clinical trial agreements.
- Independently evaluating non-standard contractual provisions to make judgements about the commercial and legal content, the implications of such provisions, and determined when it was necessary to escalate the matter to an in-house counsel.
- Negotiating, drafting and reviewing HIPAA and informed consent documentation.
- Advising clients within area of responsibility of internal and legal requirements for R&D transactions.
- Conducting legal research, participated in due diligence activities, and handled client training presentations with respect to company policy, compliance, privacy, etc.
- Managing one administrative assistant direct report.

Ericka has solid project management skills and is organized in approach and thorough in follow-through. She is knowledgeable and self-directed and successful at balancing the competing demands of multiple projects while being highly responsive to client needs.

Paralegal Expertise

- Established strong record of accomplishment in providing exemplary support as a paralegal. Proactively provided support, looking beyond immediate need to maximize effectiveness while gaining respect of clients for valuable contributions. Advanced through ranks from secretary to legal assistant to role as project supervisor.
- Created and managed “due-diligence” room containing non-confidential background data on business for sale for review by potential buyers. Well-received room aided sale and became model for future sell-offs.
- Completed three-month expatriate assignment in Germany. Provided high-level legal assistance and translation services in global law department while successfully demonstrating benefits of paralegal role.
- Member of organizing team for an international legal conference in London for global law personnel.

Organizational Improvement

- Played key role in creating and implementing contract management process that significantly improved efficiency of Procurement and Legal departments.
- While on assignment in Germany, implemented filing system enhancements and other efficiency improvements to upgrade office operations. Success during assignment led to development of permanent paralegal position.
- Developed contract template for purchasing group that improved efficiency and productivity of procurement activities.

Education, Professional and Personal Credentials

- University of Phoenix - Bachelor of Science Degree in Business Administration
- Horizon Institute of Paralegal Studies - Paralegal Certification (with honors)
- Licensed private pilot