

# WILLIAM PEREZ

## Conflicts Analyst

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### PROFESSIONAL SUMMARY

Dedicated Conflicts Analyst with two years of experience in evaluating and resolving potential conflicts of interest. Proficient in conducting comprehensive searches and analyzing complex data to ensure compliance with legal standards. Committed to supporting attorneys by providing clear insights and facilitating timely resolutions for conflict-related issues.

### WORK EXPERIENCE

#### Conflicts Analyst

📅 Feb / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Conducted thorough conflict searches to identify potential issues, analyzing results to determine necessary actions.
2. Communicated findings effectively to partners and department management, ensuring clarity and understanding.
3. Processed opening entries, evaluating work to ascertain further research requirements.
4. Managed requests for New Business reviews, ensuring compliance with internal policies.
5. Determined research needs and prepared requests for Conflicts New Business Management review.
6. Executed external searches to gather relevant information for conflict assessments.
7. Provided quality control for conflict reports, ensuring accuracy before final delivery.

#### Conflicts Analyst

📅 Feb / 2023-Feb / 2024

Silver Lake Enterprises

📍 Seattle, WA

1. Assisted healthcare providers and patients by addressing inquiries and referring requests appropriately.
2. Reviewed and analyzed complex conflict reports to summarize key issues for management.
3. Maintained comprehensive records of conflict-related activities in the CMS database.
4. Created detailed summaries of conflict issues to support attorneys in resolution efforts.
5. Evaluated existing waivers and provided insights on potential conflicts for informed decision-making.
6. Entered new client and matter requests, ensuring accurate billing distribution.

### EDUCATION

#### Bachelor of Arts in Legal Studies

📅 Feb / 2022-Feb / 2023

University of California

📍 Phoenix, AZ

Focused on conflict resolution, compliance, and legal ethics.

### SKILLS

Conflict Resolution

Microsoft Outlook

Microsoft Excel

Legal Key Database Management

### ACHIEVEMENTS

- ★ Successfully identified and resolved 50+ potential conflicts, ensuring compliance with legal standards.
- ★ Developed a streamlined process for conflict report generation, reducing turnaround time by 20%.
- ★ Facilitated training sessions for staff on conflict resolution protocols, enhancing team efficiency.