



AVA DAVIS

Freelance Conflicts Analyst

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

SKILLS

Compliance Management



Report Writing



Analytical Thinking



Research Skills



Problem Solving



Negotiation Skills



INTERESTS

📖 Birdwatching 🏠 Traveling

🏆 Sports Coaching 🧶 Knitting

STRENGTHS

🔗 Pragmatism

🍃 Sensitivity

💖 Sincerity

⚓ Stability

LANGUAGES



English



Mandarin



French

ACHIEVEMENTS

★ Streamlined conflict resolution processes, reducing response time by 30%.

★ Successfully identified and mitigated over 50 potential conflicts of interest annually.

PROFESSIONAL SUMMARY

Analytical Conflicts Analyst with 5 years of specialized experience in assessing and resolving conflicts of interest within legal frameworks. Expert in leveraging data analytics and comprehensive research to ensure compliance and mitigate risks. Proven ability to deliver actionable insights to legal teams, enhancing decision-making and facilitating prompt conflict resolution.

WORK EXPERIENCE

Freelance Conflicts Analyst

📅 Feb / 2022-Ongoing

WidgetWorks Inc.

📍 Denver, CO

- Enhanced conflicts search processes through corporate and financial research using Lexis, Dun & Bradstreet, and Capital IQ databases.
- Led the transition to a paperless conflicts workflow, improving efficiency and traceability.
- Provided training and support to attorneys and staff on new business and conflicts entry procedures.
- Reviewed client matter forms for accuracy and facilitated the opening of new clients and matters.
- Conducted thorough research on corporate affiliations using Bureau Van Dijk's Orbis and other tools.
- Performed routine conflicts of interest searches, ensuring accurate identification and validation of parties involved.
- Developed appropriate search criteria and Boolean operators to optimize search outcomes.

Conflicts Analyst

📅 Feb / 2020-Feb / 2022

Silver Lake Enterprises

📍 Seattle, WA

- Screened potential clients and parties for conflicts using diverse research databases, ensuring compliance.
- Managed inquiries from healthcare providers and patients, ensuring accurate information flow.
- Analyzed complex conflict reports, identifying potential issues for legal review.
- Maintained comprehensive records of conflict-related activities using CMS and Dun & Bradstreet.
- Created concise summaries of conflict issues to assist attorneys in conflict resolution efforts.
- Reviewed conflict reports, analyzing potential issues and existing waivers to guide legal strategies.

EDUCATION

Bachelor of Arts in Political Science

📅 Feb / 2018-Feb / 2020

University of California

📍 Toronto, ON

Focused on legal studies and conflict resolution methodologies.