

CHARS RUBY PURGANAN

CONTRACT SPECIALIST

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A Valenzuela City, Philippines

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PROFESSIONAL SUMMARY

Experienced legal professional with 7 years of expertise across corporate law, immigration law, and contract management. Held a 2-year tenure as a paralegal at a leading U.S. Corporate Law firm, delivering global legal services and drafting key documents throughout the company lifecycle. Developed specialized knowledge in immigration law, managing VAWA, marriage-based, and employment-based petitions over 2 years. Excelled as a Contract Specialist for 3 years, focusing on contract drafting, quality review, and negotiation. Currently a Legal Case Specialist, responsible for end-to-end eviction case management, ensuring compliance with local, state, and federal regulations.

KEY SKILLS

- Contract negotiation and management
- Legal Research and Writing
- Case Management
- Legal Documentation
- Legal Software Proficiency
- Client Relationship Management (CRM)
- Compliance Management
- Administrative Support

CERTIFICATIONS:

- **Lean Six Sigma White Belt**
MF Operational Excellence, Oct 2025
 - **Lean Six Sigma Yellow Belt**
MF Operational Excellence, Oct 2025
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EXPERIENCE

Legal Case Specialist (June 2024 – Present)

Pro Source Global BPO Inc.

SocialDesk Tower, 102 H.V. Dela Costa Street, Makati City

- Spearhead the end-to-end case management process, including document preparation, review, and electronic submission in compliance with local, state, and federal laws.
- Oversee court docket tracking and coordinate schedules, filings, and critical case milestones to ensure timely resolution.
- Diagnose procedural bottlenecks and implement process improvements to enhance accuracy and workflow efficiency.

Contract/Engagement Specialist (August 2022 - June 2024)

IQVIA Solutions Operations Center Philippines, Inc.

4/F, One World Square Bldg., Upper McKinley Rd. Taguig City, 1634

- Supervised the entire lifecycle stages of contract development, including contract drafting, negotiation, and execution, ensuring adherence to legal requirements and organizational policies.
- Performed quality review of contract abstracts and conducted due diligence to check for previous contracting terms with an external expert in accordance with local country requirements and rates.
- Identified opportunities for process improvement, automation, or standardization in contract analysis and management practices to enhance efficiency, accuracy, and effectiveness.

Immigration - Legal Administrator (June 2021 – August 2022)

Chidolue Law Firm

1455 Old Alabama Road, Suite 140, Roswell, Georgia, 30076

- Prepared and filed immigration petitions and applications, ensuring accuracy and adherence to USCIS and federal requirements.
- Supported attorneys in case tracking, deadline monitoring, and preparation of supporting evidence.
- Maintained client records, correspondence, and filing systems to ensure case continuity and compliance.
- Coordinated with clients to gather documentation and provide case status updates.

Contract Specialist (July 2021 - March 2022)

Integreon Managed Solutions (Philippines) Incorporated 6750, 9th Floor, Ayala Avenue, Makati, 1200, Philippines

- Reviewed contract terms, conditions, and provisions to ensure alignment with organizational standards, policies, and regulatory requirements.
- Provided analytical support during contract negotiations by preparing analyses, reports, and recommendations on pricing, terms, and other financial factors.
- Fostered collaboration with internal stakeholders, including legal counsel and business units, to create contract templates and standardized language for diverse agreement types.
- Managed and updated digital contract repositories to support audit readiness and reporting accuracy.

Junior Legal Officer (March 2018 - November 2019)

Citico International Support Service Limited- Philippines ROHQ

6813 Ayala Avenue corner HV Dela Costa Street Salcedo Village Bel Air Makati City 1226

- Supported senior lawyers in providing corporate legal services to clients in foreign jurisdictions.
- Drafted and reviewed corporate governance documents such as articles of association, shareholder resolutions, and contracts for all stages of the company lifecycle, from company incorporation to dissolution.
- Filed statutory documents with local authorities to maintain regulatory compliance.
- Managed legal correspondence and records using case management software and document control systems.

Fleet Account Specialist (July 2017 - March 2018)

BSB Junrose Autoparts Corporation

1506-1508 Antipolo St, Cruz, Manila, Metro Manila

- Implemented sales strategies to expand fleet accounts and achieve business targets.
- Delivered consultative presentations and proposals tailored to corporate fleet clients.
- Ensured customer satisfaction through proactive issue resolution and post-sales support.
- Conducted product training sessions to strengthen client knowledge and promote retention.

EDUCATION

Polytechnic University of the Philippines

PUP A. Mabini Campus, Anonas St., Sta. Mesa, Manila, Philippines 1016

- Bachelor of Science in Political Economy

SEMINARS

- System Customization Course by Blueprint One World
- Sales Excellence Training by Guthrie-Jensen

REFERENCES

Available upon request