Personal information

Name: Tomás Guerrero
ID: DNI 39434379
Date of birth: 09/04/1996
Marital status: Single

Contact

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Education

Undergraduate

Bachelor: **Law** at Universidad Argentina de la Empresa (UADE)
Status: Complete
Date of graduation: July 25th, 2019

Graduate

Postgraduate: **Corporate Law Specialization** at Universidad de Belgrano (UB)
Status: Complete – Ongoing thesis

Executive education

Executive program: **International Certification in Ethics and Compliance** at Universidad Del Cema (UCEMA) – IFCA Certification
Status: Ongoing
Year: 2021

Executive program: **Anti-Money Laundering and Counter-Terrorism Financing** at Universidad Del Cema (UCEMA)
Status: Complete
Year: 2019

High School

Bachelor specialized in languages with intensification in foreign language at Instituto de Enseñanza Superior en Lenguas Vivas "Juan Ramon Fernandez"
Graduation: 2014

Work Experience

LATAM Legal & Compliance Assistant at Terumo BCT – Current position

Company: Terumo Blood and Cell Technologies

Field: Health/Medical Devices

Area: Legal & Compliance

Tasks: Regional (-LATAM- Argentina, Brazil, Chile, Colombia, Mexico, Peru and Uruguay) Legal & Compliance Assistant:

- Currently covering the role of Legal Affairs & Compliance Manager for LATAM region (temporarily), responsible for LATAM Legal & Compliance department.
- Structure, draft, review, and negotiate agreements (Vendor MSAs, sales, distribution, software licensing, professional services, employment, etc.) while focusing on the client's needs.
- Ensure compliance with both legal regulations and internal policies.
- Contract management, tracking on signature process, expiration dates, and responsible for storing and uploading contracts to our internal platform.
- Handle litigation matters with external law firms.
- Provide timely and appropriate legal and compliance advice for all LATAM legal entities (Commercial, data privacy, trade compliance, antitrust, etc).
- Ensure that compliance records (training records, reports) are well-organized and stored.
- Ensuring that policies and procedures are easily accessible and clearly communicated to every associate.
- Corporate secretary, management for all LATAM legal entities, drafting of shareholders meetings, POA's, etc.
- Ensuring day-to-day business practices and activities comply with TBCT's internal policies, local laws and regulations, and anti-corruption laws (FCPA).
- Responsible for quarterly monitoring of HCP/HCO interactions and reporting results.
- Communicating, promoting, and ensuring compliance with Terumo BCT's code of conduct by both employees and external parties.
- Providing support to the associates on matters related to guidelines and Standard Operating Procedures (SOPs).
- Risk assessments in order to implement action plans.
- Assisting Legal & Compliance director on different matters related to L&C department.
- Responsible for third-party due diligence, screening & monitoring.

October 28th, 2019 – Currently working

LAS Legal & Compliance Trainee at Biogen

Company: Biogen

Field: Health/Pharmaceutical

Area: Legal & Compliance

Tasks: LAS (-Latin America South- Argentina, Chile and Uruguay) Legal & Compliance Trainee:

- Responsible for creating contract templates for each type of engagement and ensuring access to every associate.
- Participate as a business partner for the associates to assure the company's culture of compliance.

- Preparation of training plans, organizing, and tracking training attendance.
- Management of LAS's legal entities, shareholder meetings, board minutes, POA´s, etc.
- Due diligence process for new third parties' contracting.
- Third party investigations on screening alerts.
- Assist the regional Legal & Compliance Director, and the Standards & Governance Manager on different matters related to internal L&C department or external litigation matters.
- SOP, Work Instructions, and Policies drafting and communication. Providing support to the associates on matters related to guidelines and Standard Operating Procedures (SOPs).
- Responsible for implementing, together with the IT team, the platform *determine* (contract management platform) and training employees in its use.
- Training preparation and coordination for internal audience (onboarding, e-university). Tracking and maintenance of training attendance records.

From July 2nd, 2018 – October 25th, 2019

Legal Intern at C&F Consultores S.A.

Company: C&F Consultores S.A.

Field: Law firm

Area: Legal/Justice

Tasks: Court attendance, follow on trials, contact with notaries, administrative assistance on corporate issues. Corporate paralegal, legal entities' business registration, dissolution, board updates, etc.

From October 1st, 2017 – January 1st, 2018

Additional Knowledge and courses

Operative Systems Windows | Linux | Macintosh | Others

General tools Word | Excel | Powerpoint | Outlook | Internet | Acrobat Reader | Lex Doctor | Others

Screening tools Lexis Nexis | NAVEX | NOSIS

Administration systems Tango | SAP | Others | Determine | IPManagement | Others

Database Oracle | Others

Course: English Business Workshops 1

Institution: Utalk

Duration: 2 months

Course: Preparation meeting for XIV Argentine Congress of Corporate Law & X Iberoamerican Congress of Corporate and Business Law

Institution: UADE

Course: Corruption & Criminal Law (IN-IT-39754) -32 hours-

Institution: Instituto Nacional de la Administración Pública (INAP)

Course: Ethics at Work

Institution: Harvard University (ManageMentor online course)

Languages

Language: Spanish
Writing level: Native
Speaking level: Native

Language: English
Writing level: Bilingual
Speaking level: Bilingual

Language: Portuguese
Writing level: Intermediate
Speaking level: Intermediate