

OBJECTIVE:

To apply my skillset and experience to manage and achieve structural goals within a team environment.

PROFESSIONAL PROFILE:

- Interpersonal communicator
 - Self-motivated
 - Strong communication skills
 - Detail orientated
 - Reliable and respected professional
 - Skillful in problem solving
 - Experienced customer service professional
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COMPENTANCIES

- Calendar Management
 - Microsoft Office proficient
 - Payroll
 - General Administration
 - Auditing Management
 - ADP
 - Kronos
 - Timberline
 - Meditech
 - Epic
 - Timekeeping
 - Accounting
 - Accounts Payable
 - Cost Control
 - Scheduling software
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EDUCATION, MEMBERSHIPS AND AWARDS:

- **Sound Physician's National Coordinator Committee**
Appointed Co-Chair, served two years
Service and Teamwork Award
 - **Patient Engagement Project**
Regional Ambassador
Currently active
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PROFESSIONAL EXPERIENCE:

Executive Assistant to Chief and Hospitalist Coordinator | Sound Physicians* **2015-Present*

- Provides operations management for two hospital sites
- Interviews and coordinates onboarding for new providers
- Successfully assisted in increasing program size for appropriate staffing
- Increased provider retention
- Drives operational, financial and clinical performance
- Liaison for Central Office for provider enrollment, Payroll, and Compliance
- Created, implemented and manages a region-wide communications platform
- Creates and publishes provider schedule

Accounts Payable Lead | Westtower Communications* **01/2014-12/2015*

- Developed and implemented an electronic accounts payable accounting system
- Identified and resolved payment issues
- Increased client satisfaction
- Reconciled vendor statements and resolved payment complaints or discrepancies
- Strategized with executives to properly implement corporate accounts and payable procedures
- Ensured completion of full A/P cycle with special attention to time management and organization.

Imaging Support Supervisor and Executive Assistant to Director | Island Hospital* **12/2003-12/2013*

- Supported finance, HR, IT, and talent acquisition responsibilities
 - Drafted bi-weekly time sheets for 250+ employees using Kronos Timekeeping System
 - Promoted from an accounts payable position to an executive level administrator
 - Improved Press Ganey results by 30%
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References

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