

ROBERT SMITH

Vice President Of Operations/Investor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Vice President Of Operations/Investor focused on improving productivity, increasing efficiency and enhancing quality. Consistently exceeds goals for staffing and retention. Exceptional leader, motivator, team-driven, positive, influential, and most of all, thoughtful and hard-working. Well-spoken, responsible for many large presentations and proposals. Diligent, confident and founded in integrity.

CORE COMPETENCIES

Microsoft Office, Team Building, P&L Management, Management, Healthcare Administration, HIPPA, Medicare, Denial Management, Commercial And Medicare Risk Adjustment, Joint Operation Committees

PROFESSIONAL EXPERIENCE

Vice President Of Operations/Investor

ABC Corporation - May 2017 – Present

Key Deliverables:

- Maintaining a strong understanding of the market and competitors. Recruiting, training, and retaining qualified personnel.
- Consulting, planning and assuring appropriate staff supervision during all operating hours.
- Utilizing the capabilities of nursing and paraprofessional personnel in the development of orientation and staff education programs.
- Recognizing leadership potential and offering opportunities for leadership and professional development training.
- Familiar with federal and state regulations and is responsible for training employees and keeping them apprised of regulatory changes.
- Clearly identifying, and making public, services provided by the Agency and the geographic area in which these services are available.
- Maintaining an office facility for the Agency which is large enough for efficient staff work, adequately equipped, and which provides for a safe working environment, meeting local ordinances and fire regulations.

Vice President Of Operations - Contract

ABC Corporation - August 2014 – September 2016

Key Deliverables:

- Responsible for business development of the center in conjunction with Business Development/Marketing Representative.
- Called upon and coordinated the use of corporate personnel and facility resources.

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- Participated in professional and community organizations to promote better public relations and interact with the general public in the area relating to healthcare.
- Developed cooperative relationships with other Agencies for the exchange of information and services, and with community agencies, to develop an understanding of the Agency program.
- Implemented all utilization review activities.
- Evaluated the performance of the individuals in the program in relation to established standards and the individuals professional development.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS in BUSINESS ADMINISTRATION - 2010(WILLIAM JESSUP UNIVERSITY - Rocklin, CA)B.S. in Health And Human Performance - (University Of Montana)Physical - (Columbia Falls High School)

