

Business Manager Business Manager Business Manager Baltimore, MD 20 years of Business Operations experience: Bookkeeping and Financial Statement Preparation Payroll, Benefits, and Human Resources Management IT Management, including computer and network installation and maintenance Regulatory compliance for medical practices, including OIG, HIPAA and OSHA

Office Design, Space Planning and Project Management Authorized to work in the US for any employer Work Experience Business Manager Retina Specialists - Baltimore, MD November 1996 to August 2019 A three-physician medical practice specializing in treating diseases of the retina and vitreous. Prepare monthly financial statements, manage cash and fixed assets, analyze business data. Supervise purchasing and accounts payable. Coordinate and implement a comprehensive benefits program, including 401(k) and cafeteria plans. Support all aspects of computer network (six servers and over 80 computers and tablets), including wide-area networking, website and remote access for telecommuting. Installation and configuration of hardware and software, including servers and peripherals. Coordinate responses to medical records requests and regulatory audits.

Helped to implement several new practice management and electronic health records systems. Designed and supervised seven new office buildouts: directed the move to new offices in 1997, 2000, 2005, and 2013, and office expansions in 2006 and 2015. Performed all payroll functions, including preparation of employer tax returns 1998 - 2015. After payroll was outsourced in 2015, submit payroll information to provider. Participated in six clinical research protocols; certified in refraction and visual acuity testing. Controller/ Systems Administrator The Retina Institute of Maryland - Baltimore, MD March 1989 to November 1996 A medical practice with five physicians specializing in treatments for retina and vitreous diseases. Coordinated startup of The Retina Institute of Maryland. Administered three research grants and provided data analysis for two other projects. Developed and performed a protocol for extracts used in surgery. Designed and managed Novell Netware network with 28 workstations. Participated in the design of the systems infrastructure for the Institute's new offices, 1992. Prepared monthly financial statements and managed cash and fixed assets, payroll and employer tax returns. Supervised purchasing and accounts payable; performed analysis on referral patterns and financial ratios. Support for

network, word processing, database, and spreadsheet applications. Education Master of Administrative Science in Administrative Science Johns Hopkins University - Baltimore, MD Bachelor of Arts in Biology in Biology University of Virginia - Charlottesville, VA

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