

# LAYNEY SPENCER

Assistant Director

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

email@email.com

Place of birth ..... *San Antonio* ..... Driving license ..... *Full*

## LINKS

*[LinkedIn](#), [Pinterest](#), [Resume Templates](#), [Build this template](#)*

## PROFILE

*Astute Assistant Director with over 14 years of experience dealing with complex macro issues that have threatened the company's profitability and longevity by providing innovative solutions resulting in significant expenditure savings of up to 35%. Acted as the advisory to the board of directors and demonstrated expertise in persuading and negotiating shareholder representatives regarding the most appropriate mergers and acquisition strategies. Currently completed a Doctorate in Strategic Management through Cambridge University*

## EMPLOYMENT HISTORY

❖ Assistant Director, John Ward Emergency Facility ..... Jan 2019 — May 2021  
Arnsberg

*Supported the successful transition from T-System EMR to Meditech EMR. Supported changes during the flow processes to align best clinical practices with new EMR functions.*

- Increased operations efficiency in the new Fast Track operations department. Increased FT volume from <17% of total patient volume to >38%.
- Supported patient satisfaction through frequent patient visits and coaching staff on the way to enhance patient satisfaction.
- Prepared the ED for Joint Commission surveys by developing staff JC awareness and staff-driven inspection processes.
- Ensured ED staff were prepared to react safely and efficiently to care for potential Ebola patients. Coordinated with multiple hospital resources to ensure CDC recommendations and processes were in place.

❖ Assistant Director, Curos Schools ..... May 2021 — May 2021  
Brymbo

*Assisted in the organization, facilitation, and direction of many large successful swims meets with an attendance of over 220 participants at each event.*

- Managed and performed administrative tasks, including bookkeeping using Excel and QuickBooks.
- Earned and maintained certifications in Red Cross CPR and First Aid.
- Provided swimming instruction and encouraged beginner swimmers.
- Coached accomplished swimmers on technique.
- Performed service projects that benefitted local organizations, including churches and high schools.

## EDUCATION

❖ University of Arizona ..... May 2021 — Present  
Arlington  
*Master's in Business Administration*

❖ Harvard University ..... Jan 2018 — Dec 2020  
Bossier City  
*Bachelor of Financial Accounting*

## SKILLS

Strategic Planning .....	<i>Expert</i>	Relationship Building .....	<i>Expert</i>
New Business Development .....	<i>Expert</i>	Reviewing Performance .....	<i>Expert</i>
Budgeting & Finance .....	<i>Expert</i>	Leadership and Management .....	<i>Expert</i>

## COURSES

❖ **Advanced Certificate in Corporate Governance** ..... May 2021 — May 2021  
*INSEAD Business School, Online.*

❖ **The Board Director's Program** ..... Jan 2019 — Dec 2019  
*Henley Business School, United Kingdom.*

## ACHIEVEMENTS

- ❖ .....
- Outlined new revenue opportunities that boosted revenue throughout the company. Increased total sales by 25% across 17 regional territories.
  - Facilitated real-time communication of all sales goals and initiatives to all stakeholders. Increased ROI to 36%.
  - Improved working capital by 27% in 12 months by facilitating cost advantages in resource allocation, allowing for expansion projects to be completed five months ahead of the project deadline.

## HOBBIES

*Painting, Flying, Kite Surfing*

## LANGUAGES

English .....	<i>Native speaker</i>	German .....	<i>Good working knowledge</i>
French .....	<i>Highly proficient</i>		