Name

Address

Phone

Email

**SUMMARY**

Dynamic, effective executive with excellent management, financial, strategic business planning, computer and communications skills and over 20 years experience in management in multifacility and corporate settings.

**PROFESSIONAL EXPERIENCE**

***Instructor***, School of Business and Technology, July 2012 to Present. Medical Terminology, Advanced Medical Coding, Career Management, Oral Communication.

***Economics Officer/Senior Administrator*,** Eye Care Group, Inc.**,** March 1998 to February 17, 2012**.** Serves as chief financial officer, human resources officer, contracting officer, credentialing officer, and opticianry officerfor a multi location/multi corporation eye care practice.

* Redesigned financial reports for practice and associated 6 corporations**.**
* Expanded practice by the purchase of a 3rd location growing the business from a small corporation to a medium corporation.
* Increased insurance payor/network participation contracts from 22 to 46.
* Served as Secretary/Treasurer on Board of Directors for 8 years.
* Use of Microsoft Dynamics/FRx, Microsoft Office, Medinformatix Practice Management, FAS, ACT computer software**.**

***Director of Operations***, Imaging and Therapeutic Associates., January 1997 to 15 November 1997. Responsible for the operation and coordination of all practice locations, services and products including corporate, private practice and hospital affiliations for a 36 physician, 4 major hospital, single specialty radiology practice.

* Merged 2 major radiology practices designing and implementing all corporate operational architecture to include: human

resource and financial policy, and computer operations.

* Managed complex corporate human resources program encompassing personnel policies, benefits and compensation packages,and continuing education programs.
* Responsible for fiscal reporting and budgeting for a corporation with net revenues of $22 million.
* Managed operation of 1 wide area and 3 local area computer networks supporting the billing of 350,000 diagnostic imaging

procedures. Use of Corel Office and Microsoft Office software.

* Negotiate preferred insurance provider agreements, manage care risk contracts, equipment procurement acquisitions and real

estate transactions.

***Business Manager***, MRI Center, January 1990 to 15 November 1997. Manage two magnet, 8,000 patient per year free standing magnetic resonance imaging facility with $7.5 million net revenue.

* Achieved annual revenues increase of 30%.
* Negotiated the purchase of major imaging equipment to include 2 magnets, totaling $2 million each, resulting in significant

cost savings to shareholders.

* Write and administer all human resource policies and procedures and compensation packages.
* Negotiate all managed care/ insurance payor/risk contracts, equipment acquisition agreements.
* Present regular briefings to Shareholders and Board of Directors.

***Business Manager/Office Manager***, Associates, Inc. January 1990 to December 1996. Managed an 18 physician single specialty diagnostic imaging practice. Responsible for 4 hospital, 1 clinic, 4 private office operation with net revenues of $11 million.

* Negotiated all managed care/ insurance reimbursement contracts, all vendor contracts and all equipment purchase and

maintenance agreements.

* Developed an in-house computerized accounting system, including accounts payable, payroll, budgeting and financial

statements saving the corporation in excess of $50,000 annually.

* Designed and oversaw construction of 10,000 sq ft multi-modality diagnostic imaging and administrative office facility.
* Developed wide and local area computer networks supporting billings of 175,000 diagnostic imaging procedures.
* Drafted long term corporation strategic plans.

***Office Manager/Laboratory Manager***,. 1979-1981. Managed an 8 physician, 14,000 patient OB-GYN practice.

* Administered budgeting, personnel, and day to day office operations.
* Established a clinical laboratory for GYN related hematologic and bacteriologic diagnostics.

***Budget Analyst***, Headquarters 7th Corps, United States Army Europe, Germany 1974-1978. Developed financial data for nine division Department of the Army support services program.

* Created a computerized tracking system for morale, welfare & recreation funds.
* Prepared budgets and statistical reports for funds totaling more than $128 million.

***Community Liaison Officer***, Malawi, 1986-1988

* Opened CLO office.
* Served as US Embassy liaison for US community to host nation.
* Wrote welcome documentation for embassy personnel.

***Science Teacher***, Grades 7 through 12, Indiana, New York, Kansas, Massachusetts, 1973, 1982-1985

***Associate Scientist***, Ciba-Geigy Pharmaceuticals, Suffern, New York, 1971-1973

***Counselor***, Private Practice, 1983-Present

**EDUCATION**

M.S., Counseling/Community Mental Health, C.W. Post College, University, New York, February 1983

B.S., Bacteriology and Public Health, College, New York, June 1971

**PROFESSIONAL AFFILIATIONS (Current and Past)**

Member, Medical Group Management Association

Member, Radiology Business Managers Association

Treasurer, Network for Better Healthcare for Women

American Society for Ophthalmic Administrators

References available upon request

Salary is negotiable