

Contact

kalen.n.phillips@gmail.com

www.linkedin.com/in/kalen-cassel-mha-bsn-rn-53231722 (LinkedIn)

Top Skills

Budgets

Business Process Improvement

Case Management

Kalen Cassel MHA, BSN, RN

Clinic Administrator

Houston, Texas Area

Summary

Experienced Registered Nurse and Clinic Administrator with proven track record of effective leadership in inpatient and outpatient settings. Recognized for developing working relationships with healthcare professionals, leading process improvement committees, and serving as an advisor on hospital advisory councils and a magnet champion. Expertise includes but not limited to:

- Personnel Management
- Policy Development and Implementation
- Patient Advocacy
- Human Capital Strategy
- Hospital Improvement Initiatives
- Relationship Development and Management

Experience

Kelsey-Seybold Clinic

7 years 1 month

Clinic Administrator III

June 2014 - Present (6 years 2 months)

[houston, texas](#)

- Manage the daily operations of a multi-specialty Kelsey-Seybold Clinic: 25 providers and 38 support staff (Pulmonary, Allergy and Dermatology)
- Develop and recommend clinic operating budget; ensure compliance with approved budgets install and execute programs of cost control and cost reduction
- Create a results oriented work environment
- Maintain control of profit and loss revenue for the clinic.
- Compile and present capital equipment proposals
- Effectively communicate strategic plan to providers and management
- Develop and establish clinic operating policy

Project Coordinator- Operations

July 2013 - June 2014 (1 year)

Lead point of contact for Main Campus Kelsey-Seybold Clinic Expansion Project. Expansion included: Dermatology, Cancer Services, ASC, Pulmonary, Dermatology, and Administration suite).

Methodist Willowbrook Hospital

Registered Nurse

January 2008 - July 2013 (5 years 7 months)

Labor and Delivery Nurse

The Woman's Hospital of Texas

Registered Nurse

August 2006 - January 2008 (1 year 6 months)

Labor and Delivery Nurse

Education

Texas Woman's University

Master's degree, Health Care Administration · (2011 - 2013)

Texas Tech University

Bachelor's, Human Development

Texas Tech University Health Sciences Center

Bachelor's, Nursing