



# JAMES MCGATH

HEALTH CARE MANAGER

## CAREER OBJECTIVE

Driven health care manager with 15+ years of experience directing and leading various departments. Proven expertise in providing solutions and meeting internal and external stakeholder needs. Exceptional verbal and written communication skills coupled with problem solving and analytical skills.

## PROFESSIONAL EXPERIENCE

### Health Care Manager

Prattville Baptist Hospital, Prattville, AL

Jan 2010–Jan 2018

- Managed 8 departments and 370+ employees
- Ensured the hospital's policies and operations complied with local, state, and federal laws
- Represented the institution at 12+ weekly meetings with internal and external stakeholders
- Managed a \$2.3 million budget for business travel, overhead costs, and payroll

### Assistant Health Care Manager

Jackson Hospital, Montgomery, AL

May 2003–Jan 2010

- Created shift schedules for 40+ direct care providers
- Managed a \$400,000 annual budget for procuring medical supplies and equipment
- Supervised 25+ clinical staff in day-to-day operations
- Demonstrated knowledge of policy and health procedures in daily operations at the hospital, during joint medical forums, and in performance reviews

### Additional Experience

Jan 2018–Present

- Volunteer work: Habitat for Humanity, River Region United Way, and the Dannon Project

## CONTACT

### Phone

(123) 456-7890

### Email

james.mcgath@gmail.com

### LinkedIn

linkedin.com/in/jamesmcgath/

## EDUCATION

### Western Governors University, Millcreek, UT

*Master of Science, Healthcare  
Management*

### Western Governors University, Millcreek, UT

*Bachelor of Science, Health  
Information Management*

## RELEVANT SKILLS

Microsoft Office

Slack and Zoom

Google Docs/Sheets

Epic Systems

Oracle Hyperion

CPT

Spanish (fluent)

## Dear Job Seeker,

If you want your qualifications to stand out from a crowd of applicants, our Unique resume template is a great choice.

This template's unique features include a social media section complete with official platform logos and your initials in a left-aligned icon.

Because of its social section, we recommend using the Unique resume template to apply for [social media](#), [brand ambassador](#), or [digital marketing](#) jobs.

If you're still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you're the right person for the job:

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Once you have a great resume, pair it with a convincing cover letter using our matching [2021 cover letter template](#). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)

Best regards,

*The Resume Genius Team*