

Sample Resumes

CHRONOLOGICAL RESUME

FIRST NAME, LAST NAME

Address
City, State, Zip

Home:
Office:
e-mail:

Summary of Qualifications

Over 25 years in healthcare with deep and varied leadership experience in:

- Operations and financial management
- Managed care contracting
- Provider sponsored Medicaid HMO
- Strategic planning
- Risk management and legal affairs
- Interpersonal and physician relations
- Multi-facility management
- Plan and lobby organizational agendas
- Team building and problem solving
- Information system development and implementation
- Long and short term financing
- Continuous quality improvement
- Contract creation and administration

Professional Experience

CHILDREN'S MERCY HOSPITAL
Kansas City, Missouri

1985 - 2002

A tertiary multi-specialty academic facility with 167 beds, an outpatient volume of 200,000 visits, and over 150 salaried staff physicians, residents and fellows.

Senior Vice President (1993 - 2002)

Senior administrative responsibilities for all legal and governmental affairs of the bi-state legislative process, as well as federal governmental activities. Responsible for risk management and insurance coverage procurement for hospital and physicians.

- Designed hospital's response to, and action plan for, legislative health policy changes. Successfully explained and persuaded Missouri and Kansas legislators to fund and change legislation to increase cash flow over \$500,000.
- Decreased insurance premium cost by \$450,000 while strengthening and expanding coverage for hospital and employed medical staff.
- Served as key member of a visionary team of children's hospitals leaders that developed a pediatric specific comparative database for resource management.



Senior Vice President, Chief Financial Officer (1990 - 1993)

Senior administrative responsibilities for all financial affairs with a major commitment to education, research and a home health care. Hospital has a separate foundation with assets in excess of \$140 million.

- Created long-term strategy for contractual arrangements with managed care plans. Resulted in over 30 agreements with multiple forms of agreements.
- Managed complex financial affairs of diverse specialty group practice plan.
- Formed and led an open, collaborative team, including medical staff members that selected and installed a comprehensive hospital and physician information system.
- Orchestrated leadership teams to gather and implement cost reduction opportunities.

Controller (1985 - 1990)

As chief accounting officer, responsibilities included: implementing accounting policies and procedures, monitoring compliance, monthly financial statements, and performance analysis, annual financial reports, Medicare and Medicaid reporting, budgets, and material management.

- Established solid accounting systems and controls to provide timely financial analysis, monitor trends, analyze allowance accounts, and control operating expenses.
- Developed and managed an \$8 million budget and \$35 million financing.

PROVIDENCE-ST. MARGARET HEALTH CENTER

1976 - 1985

Kansas City, Kansas

Budget Analyst (1978 - 1985)**Internal Auditor (1976 - 1978)****Education**

M.S. in Health Administration, Central Michigan University, Mt. Pleasant, Michigan

B.A. in Business Administration, Central Methodist College, Fayette, Missouri

Training in Continuous Quality Improvement – The Juran Institute and Joiner Associates

Service and Activities

United States Marine Corp.

1970 - 1976



FUNCTIONAL RESUME

FIRST NAME, LAST NAME

Address
City, State, Zip

Home:
Office:
e-mail:

Production Design Director

Creative leadership with over 14 years diverse experience bringing vision and innovation into development of unique products. Played crucial role in building brand consistency and strong customer relations with key accounts (Disney, LEGO, Coca-Cola, and numerous cruise lines). Exceeded corporate objectives by building strong design teams, implementing design initiatives and comprehensive project management. Made significant corporate-wide contributions through research and development of garment adornment processes and procedures.

Accomplishments

Innovation / Imagination / Vision

- Directed and developed highly customized, theme-specific, graphic collections for high-profile accounts (Disney, LEGO, Coca-Cola) demanding market-appropriate, unique design and adornment solutions. Generated \$13 million revenue in a single year.
- Developed and implemented comprehensive merchandising and marketing tool for new product launch, "Beetle Brites", to promote greater brand equity.
- Designed, developed and presented custom ceramic wall sculpture installed in company headquarters lobby to commemorate corporation's 25th anniversary. Sculpture, commissioned by CFO, was completed within a five-week timeframe, requiring strong problem solving and project management skills.
- Earned two "People's Choice Awards" and several "place" awards, in annual, juried GEAR For Sports corporate art shows. Designed unique art entries utilizing various mediums.

Brand Image

- Launched the introduction of a corporate mascot ("Sport"- Labrador Retriever) as part of a new corporate brand identity campaign at National Sales meeting. Developed company-wide signage program incorporating "Sport", resulting in brand and icon consistency and awareness.
- Conceptualized standards for proposed brand usage manual of corporate logo, trademarks and garment tags. Used by manufacturers, sales representatives and internal corporate personnel, and established foundation for corporate branding initiatives.
- Achieved high customer satisfaction through detailed understanding of brand awareness standards when designing for key accounts (Disney, Coca-Cola and LEGO), resulting in repeat and reorder business.



Customer Relations

- Established strong rapport, high trust levels and long-term partnerships with key account buyers through attentive service and delivery of quality products. Worked directly with buyers, via phone, internet or meetings at account headquarters, to develop art strategies and problem solve design issues.

Leadership / Project Management

- Led and managed multifunctional team of eight comprised of designers, embroidery digitizers, and support staff. Guided them in meeting changing needs of the company and key accounts.
- Analyzed LEGO's business philosophy and customer demographics through international site travel at customer request. Developed unique art for worldwide LEGO theme parks and Imagination Centers. Complexity of art and global product delivery necessitated solving numerous art development, international communication and production issues.
- Utilized project management skills in developing custom charts and timelines to guide graphic development and facilitate smooth order flow for complex key account business.

Research and Development

- Investigated new print and embroidery processes by exploring trade shows, observing retail trends and consulting with vendors. Presented new adornment options to art directors and sales managers, and developed innovative production techniques for key accounts and corporate-wide use.
- Saved company \$30,000 by creating efficiencies in development and delivery of corporate signage. Researched signage usage and history, and streamlined development and production cycles across multiple markets.

Professional Experience**ABC, INC.**, America City, Kansas

1987 – 2001

\$200 million apparel company that designs and manufactures high-quality, custom-decorated sportswear and accessories for universities, destination resorts, cruise lines, corporations and special retail markets.

Director of Brand Development (2000 – 2001)**Director of National Accounts & Private Label Creative Art** (1999 – 2000)**Director of Research and Development & National Accounts Creative Art** (1996 – 1999)**Graphics Manager, Special Markets** (1993 – 1996)**Graphic Designer** (1987 – 1993)**Education**

Bachelor of Fine Arts, Kansas State University, Manhattan, Kansas



HYBRID RESUME

FIRST NAME, LAST NAME

Address
City, State, Zip

Home:
Office:
e-mail:

IT Director – Business Applications

Exploiting technology for business success

Passion for success ▪ Passion for technology ▪ Excellent communicator ▪ Thrives on rapid change
Selection ▪ Implementation ▪ Integration ▪ Customization ▪ Deployment ▪ Support
Strategic planner ▪ Superior problem solver ▪ Creative negotiator
High performance, award-winning IT leader

Senior IT professional with record of delivering IT solutions with superior business benefits. Acknowledged for excellence in technical, business and staff leadership, with extensive experience in creating and maintaining vendor and customer partnerships. Reputation for honest, confident and warm communication style.

ACCOMPLISHMENTS

- Achieved 400% reduction in planning cycle time and 200% improvement in forecast accuracy by leading multi-functional organization to deliver and deploy i2 Demand Planning in 9 months.
- Generated \$37M savings by development of decision support and statistical process control (SPC) system. Achievement recognized with company award.
- Produced savings of \$10M / year by leading evaluation and implementation of Auto Failure Analysis system. Accomplishment gained company award.
- Created reference site of delighted customer in 6 months by directing 14 departments to deliver total solution. Pioneered definition and use of 10 company-wide processes.

PROFESSIONAL EXPERIENCE

LOW TECHNICS, Sunnyvale, California

2000 – 2002

Program Director

- Directed rollout of company products to first company customer.
- Achieved 100% of committed deliverables on target by transforming under-performing groups into 13 high-performing teams.
- Delivered and supported total solution to customers by pioneering definition and use of 10 company-wide processes.
- Actively managed program finances. Locked in additional revenue opportunities, helped customer perform ROI analysis.

EDUCATION

M.B.A. in Business and Finance, Golden State University, San Francisco, California

B.S. in Finance, San Jose State University, San Jose, California

