

**NAME**

Address  
Address  
Telephone

*SUMMARY:*

Doctorate in Public Administration and Health Care Administration • Fifteen years progressive administrative and clinical health care experience in both public & private sectors • In-depth knowledge encompassing mental health and substance abuse, lifecare and long-term care, daycare, fitness and wellness, physical disabilities, and HMO's • Expertise in program development, planning and evaluation, policy analysis, regulatory approvals processes, corporate needs assessments and feasibility analyses, writing and editing • Record of facilitating the achievement of organizational goals through team building • Specialist in creative, flexible solutions to complex problems.

*PROFESSIONAL HISTORY:*

HEALTH PLAN (HP)	CITY, STATE
<b>PROJECT MANAGER, NEW PRODUCT IMPLEMENTATION DEPARTMENT</b>	<b>1987 TO 1989</b>
<b>SENIOR PLANNER, PLANNING DEPARTMENT</b>	<b>1985 TO 1987</b>
<b>ASSISTANT TO THE PRESIDENT</b>	<b>1984 TO 1985</b>

- **Lifecare Project Manager:** For four years, studied lifecare and prepared initial analyses of long-term care insurance options for HP. Held a primary role in the team which developed the program and wrote the successful proposal for the HP lifecare center at XYZ College.
- **Workplace Caregivers Project Manager:** Directed HP's participation in a study by five Mass. corporations of ways to assist employees in caring for elderly relatives.
- **Fitness Network Project Manager:** Supervised the development and implementation of a network of Fitness Centers and Lifewise, a set of corporate wellness programs.
- **Childcare Project Manager:** Primary researcher, writer, and coordinator of the task force that conducted a comprehensive study of childcare options for HP employees which generated recommendations adopted by HP.
- **Internal Consultation** directed toward the improvement of mental health and substance abuse services, home health care changes and biomedical ethics (Loran Commission).
- **Staff Member - the Policy Group,** senior administrative decision-making body of HP.
- **Creator & Editor - The HP Digest,** a biweekly summary for senior managers of key articles in health policy and trends. Presented in-house seminars on these trends.

HEALTH SERVICES	CITY, STATE
<b>ASSISTANT VICE PRESIDENT</b>	<b>1983 TO 1984</b>

- Developed programs for outpatient and residential substance abuse and mental health facilities in six Southeastern locations.
- Wrote Certificates of Need Applications.
- Managed the approvals process.

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INDEPENDENT CONSULTANT	CITY, STATE
<b>MENTAL HEALTH AND DISABILITIES PROJECT SPECIALIST</b>	<b>1979 TO 1983</b>

- **Program Development Specialist**  
HEALTH GROUP
- **Consultant - Mental Health Policy Research Program**  
TWO UNIVERSITIES
- **Program Director - U.S. Council for the Disabled**  
INSTITUTE FOR NEW CHALLENGES
- **Associate - Office of Legislative Affairs**  
DEPARTMENT OF HEALTH AND HUMAN SERVICES
- **Consultant - Community Psychiatric Clinic**
- **Instructor - Long-term Care and Mental Health Policy**  
UNIVERSITY

COUNSELING SERVICES

CITY, STATE

**DIRECTOR OF ADULT AND EMERGENCY SERVICES**

**1974 TO 1979**

- Managed staff of 30+ providing mental health and substance abuse services.
- Provided clinical supervision to staff and social work students.
- Adult and Child Therapist.

*EDUCATION:*

UNIVERSITY

CITY, STATE

**DOCTORATE IN PUBLIC ADMINISTRATION AND HEALTH CARE ADMINISTRATION 1983**

UNIVERSITY

CITY, STATE

**MASTER OF ARTS IN SOCIAL SERVICE ADMINISTRATION 1973**

COLLEGE

CITY, STATE

**BACHELOR OF ARTS IN POLITICAL SCIENCE 1971**

*AFFILIATIONS:*

National Association of Social Workers  
Formerly, Board of Directors - Self Help  
Associate Director - Audubon Society

Leader - Appalachian Mountain Club  
Leukemia Society of America

*References available upon request*