

**NAME**  
Address  
Address  
Telephone

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*SUMMARY*

Nine years progressive management experience in positions requiring strong organization, analytical, planning, problem-solving, and follow-through skills • Expertise in effective integration of financial and operational management • Proven ability to train, motivate, and manage staff • Excellent writing and presentation skills • Demonstrated effectiveness interacting at all levels of staff and management.

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*EXPERIENCE*

MEDICAL EQUIPMENT CORP.

CITY, STATE

**Vice President**

**1988 to present**

Currently manage financial and operational activities as well as sales and business development for this \$1M firm. Direct vendor negotiations, new product marketing, 3rd party billing, credit, and collections. *Report directly to CEO.*

- Tripled sales within first three months.
- Selected and implemented A/R computer system.
- Introduced and marketed new mail order catalogue.

MEDICAL CORPORATION

CITY, STATE

**Management Consultant**

**1987 to 1988**

Travelled extensively to identify, assess, and implement corporate-wide improvements in systems, methods, and procedures for this national subsidiary. *Contributed to company-wide savings of \$6.7M+ in increased productivity, reduced costs, and more accurate product costing.*

**District Operations Manager**

**1987**

Planned and directed total operations of a \$3M, 10-branch district including fleet management, vendor relations, inventory control, staff recruitment & training, and customer service. *Established new branch office.*

**District Customer Service Manager**

**1984 to 1987**

Hired, trained, and supervised customer service staff in 10-branch district. Implemented telemarketing operation to support inside sales. Assisted in marketing effort during sales campaigns & trade shows. *Created first formalized Customer Service training program.*

**Office Manager**

**1983 to 1984**

**Patient Service Coordinator**

**1983**

HOSPITAL

CITY, STATE

**Collections Representative/Outpatient Department**

**1980 to 1983**

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*EDUCATION*

UNIVERSITY

CITY, STATE

**Masters in Public Administration Candidate**

Completed coursework includes Personnel, Accounting, Financial Management, Quantitative Analysis, Client and Community Relations, Organizational Effectiveness, Strike Management.

UNIVERSITY

CITY, STATE

**Bachelor of Arts in Psychology**

**1980**

