

# Robert Smith

## Chief Clinical Officer

### PERSONAL STATEMENT

Compassionate, versatile, and hard-working management professional with 22 years of experience in nursing, healthcare management, and hospice operations. Highly skilled and dependable leader, looking for a new opportunity.

### WORK EXPERIENCE

#### Chief Clinical Officer

ABC Corporation - 2008 - 2016

##### Responsibilities:

- Managed multi-departmental clinical and administrative operations with 12 direct reports; exercise full P&L responsibility for a \$12M annual budget; define and revise department budgets; develop fiscal strategy and objectives.
- Created facility-wide policies and procedures.
- Recruited, hired, trained, and developed personnel; conduct performance reviews; assign/develop salaries and job descriptions.
- Managed internal and external corporate communications.
- Led recent facility expansion.
- Restructured operations and reduced clinical costs by \$750,000 by the end of the first year.
- Developed operational strategies and best practices that were adopted by the company on a national scale.

#### Chief Clinical Officer

Delta Corporation - 2006 - 2008

##### Responsibilities:

- Chief Clinical (Nursing) Officer for 91 beds Long-term, overseeing daily hospital operations to manager Length of Stay, .
- Develops and implements policies and procedures to assess, evaluate and meet the needs of the patients.
- Assures that nursing policies and procedures are adhered to within the department.
- Led recent facility expansion.
- Restructured operations and reduced clinical costs by \$750,000 by the end of the first year.
- Developed operational strategies and best practices that were adopted by the company on a national scale.
- Initiated and Implemented Electronic Medical Records.

### Education

Master of Arts in Human Services Administration - (Rider University - Lawrenceville, NJ)

### CONTACT DETAILS

1737 Marshville Road,  
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(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### SKILLS

Registered Nurse,  
Medical Terminology.

### LANGUAGES

English (Native)  
French (Professional)  
Spanish (Professional)

### INTERESTS

Climbing  
Snowboarding  
Cooking  
Reading

### REFERENCES

Reference - 1 (Company Name)  
Reference - 2 (Company Name)