

Chief Of Operations I

ROBERT SMITH

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Objective

Self-motivated, goal oriented leader, with 13 years of administrative experience in the healthcare industry. Excellent communication and people skills with both fellow employees as well as patients. Core Qualifications Healthcare billing proficiency Problem resolution ability Skilled in revenue recovery Excellent management skills Budgeting experience Ability to train others.

Skills

Financial Management, Office Management, Microsoft Office.

Work Experience

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ABC Corporation - July 2003 – October 2014

- Managed staff of 50 including both internal and field employees as well as both clerical and clinical staff.
- Headed all hiring, disciplinary, and termination processes.
- Worked with CEO and Administrator on the yearly budget and keeping costs relevant to the budget.
- Worked closely with Director of Nursing to ensure all clinical processes were patient directed as well as financially sensible.
- Financial Manager Managed a department of 10 people.
- Headed up revenue recovery from both patients and insurance companies as well as government agencies.
- Managed both accounts receivable and accounts payable for 2 home healthcare agencies.

Chief Of Operations

Delta Corporation - 2002 – 2003

- Began as assistant; promoted by creating companys website and creating software unique to companys structure Promoted to Director of Public .
- Selected to lead the Task Analysis Review for the unit in order to validate more than 150 Air Traffic Control(ATC) Skill Levels for junior to senior .
- Collect, Analyze, Disseminate metadata associated with external communication signatures; developed networks.
- Led a small team and was in charge of accountability, productivity, and advancement of the branch.
- Coordinated with leadership in order to develop the branch as well as provide feedback for current progress.
- Provided logistics, HR, and finance support to a base population of over 24,000 Soldiers Supervised 1,500 Soldiers and 32 subordinate supervisors; .
- Dispatched heavy equipment in support of fire control Planned and synchronized 1,240 support missions consisting of ammunition, fuel, food, water.

Education

Bachelor of Science- 1999(Ivy Tech community College - Indianapolis, IN)