ROBERT SMITH

Lead Clinical Operations Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To obtain a position where managerial experience can be devoted to the growth and success of an organization while also further developing skills and abilities.

CORE COMPETENCIES

Customer Service, Management.

PROFESSIONAL EXPERIENCE

Lead Clinical Operations Manager

Legacy Community Health - August 2013 – 2020

Key Deliverables:

- Provide guidance and directions to staff concerning procedures and processes.
- Participate in writing all policies, procedures, and protocols.
- Supervision of all aspects of clinical operation and employees including the Medical Assistants, Phlebotomist, Radiology Technician.
- Adjustments to daily batch and prepare batch for deposit.
- Responsible for hiring, performance appraisals, disciplinary actions, terminations, and other related issues.
- Developed a clustering system to promote better physician coverage.
- Run all operations of the service lines. Skills Used Analytical Project Management Business Development.

Clinical Operations Manager

ABC Corporation - 2008 – 2013

Key Deliverables:

- Responsible for daily clinical operations as well as assistance in addressing academic and laboratory needs.
- Included Team leader for the redesign of clinic support staff processes.
- Coordinated three physical moves, which included clinics, offices and laboratories.
- Participated in the design of clinical and academic space.
- Assisted with the implementation of the initial phase of an electronic medical record (Logician).
- Actively contributed to department fiscal and operational planning and monitoring.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines

ROBERT SMITH

Lead Clinical Operations Manager

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

H/S - (Cretin / Humboldt)

2259 Oak Street, Old Forge, New York, 13420

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**