# **SAMPLE**Curriculum Vitae

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#### **SUMMARY:**

- *Thirty year record of achievement* in management, quality improvement, education and consulting in the health care industry.
- Expertise in entrepreneurial business management in the health care placement industry.
- *In-depth knowledge of health information operations* with emphasis on technology.
- Implementation of continuous quality improvement systems in hospitals resulting in full JCAHO Accreditation's.
- Ability to effectively communicate with customers, staff and professional peers.
- Skilled at independent *problem-solving*, *negotiations* and *follow-through*.

# **EXPERIENCE:**

# H.I.M. Recruiters, Largo, Florida President & Owner

**1991 - Present** 

- Creation of new business from concept to full-time successful operation.
- Revenues increased by over five hundred percent in four years.
- Implementation of customized placement software and networked computer system.
- Service in permanent and temporary placement within hundreds of health care organizations.

# St. Petersburg Junior College, St. Petersburg, Florida Director, Health Information Management Program

1990 - 1993

- Performed major curriculum restructuring which resulted in drastic enrollment increases.
- Planned and developed a hands-on computer based Health Information Management Laboratory for student and community use.
- Expanded student clinical experiences from five to twenty non-traditional venues.

# Bayfront Medical Center, St. Petersburg, Florida (517 bed, teaching hospital) <u>Director, Medical Support Services</u> (Coordinated 40 FTE)

1985 - 1990

- Designed and implemented an advanced computerized record management systems.
- Created a merged utilization review, coding and quality improvement program.
- Reduced accounts receivable from three million to three hundred thousand.
- Designed new department and managed operations through staged construction.
- Managed functions of Quality Improvement, Utilization Review, Infection Control and the Health Information Management Department through a Manager and directly.

#### Experience Continued

# Quality Advantage Associates, Largo, Florida President & Owner of Part-time Consulting Firm

1987 - 1991

- Performed Quality Improvement consulting for hospitals on a national basis.
- Prepared acute care and psychiatric hospitals for JCAHO and state accreditation surveys.
- Assessed medical record content in alcohol, drug abuse and kidney dialysis treatment centers.

# Froedtert Memorial Hospital, Milwaukee, Wisconsin (289 bed, teaching hospital) 1982 - 1985 <u>Director of Medical Record Department</u> (Coordinated 27 FTE)

- Coordinated opening of Medical Record, Utilization Review and Quality Assurance operations in this new facility.
- Implemented a program to educate and facilitate the prospective payment system.

Several Other Progressive Health Information Management Positions

*1977 - 1982* 

### **EDUCATION / CREDENTIALS**

- M.A., Health Care Administration, 1983, Central Michigan University, Mt. Pleasant, Michigan
- B.S., Medical Record Administration, 1978, University of Wisconsin Milwaukee
- Numerous training programs resulting in expertise in adult education, quality measurement, electronic communication, computerization, Software Applications, etc.
- Registered Health Information Administrator 1978
- Certified Professional in Healthcare Quality 1988 (Not active)

#### **PROFESSIONAL ACTIVITIES**

# American Health Information Management (Medical Record) Association (1978 - Present)

- Candidate for President-elect 2004
- House of Delegates Elected Chief Delegate, Florida 2004
- House of Delegates Member, Florida 2003
- Nominating Committee, Member 2003
- Communities of Practice (CoP) Task Force Member 2002
- Board of Directors, elected for three year term 1999 2001
- Team Talks Presenter, Jackson, MS 2001
- Team Talks Presenter, Birmingham, AL 2000
- Team Talks Presenter, Tampa, FL 1999
- House of Delegates Chief Delegate, Florida 1998

# **Professional Activities Continued**

- Career Management Task Force Member 1998
- House of Delegates Chief Delegate, Florida 1997
- Nominating Committee, Elected Member 1997

- Career Management Task Force Member 1997
- Leadership Conference Participant 1997
- Career Management Task Force Member 1996
- Team Talks Participant, Little Rock, AR 1995
- House of Delegates Member, Florida 1994
- Leadership Conference Participant 1994
- Legislative Day Participant 1994
- Team Talks Participant, Orlando and Washington DC 1994
- Professional Development Committee member 1993
- Corporate Communications Committee member 1993
- Delegate Issue Group Facilitator 1993
- House of Delegates Member, Florida 1993
- House of Delegates Member, Wisconsin 1984

# Florida Health Information Management (Medical Record) Association (1985 - Present)

- Received Distinguished Member Award 2005
- Chief Delegate to AHIMA 2005
- Delegate to AHIMA 2004
- Board of Directors (Appointed) 2002-03
- Sharper Committee Member 2001
- Board of Directors 1998
- Board of Directors 1997
- Nominating Committee Chairman 1996
- Past President 1995
- Board of Directors 1995
- President 1994
- Board of Directors 1994
- President Elect -1993
- Board of Directors 1993
- H.I.M. Symposium Project Manager 1992
- Elect Bonnie Task Force Project Manager 1992
- H.I.M. Project Member 1992
- Program Project Member 1991
- H.I.M. Project Member 1991
- Program Project Manager 1990
- Board of Directors 1990
- First Annual "Recruiter of the Year" Award Recipient 1990
- Legislative Project Member 1989
- Public Relations Project Manager 1989
- Uniform Healthcare Information Act Task Force Member 1987 & 88
- Legislative Committee Chairman 1986

#### **Professional Activities Continued**

#### Gulf Coast Health Information Management Association (1985 - Present)

- Elected Delegate to FHIMA House of Delegates 1992 & 1997
- Non Credentialed Workshop Program Coordinator 1989

#### Wisconsin Medical Record Association (1978 - 1985)

- Research and Development Committee Chairman 1985
- Elected Delegate to AHIMA House of Delegates 1984
- Research and Development Committee Chairman 1984
- Delegate/Advocate Committee Member 1993
- Research and Development Committee Chairman 1983
- Office of President Elect Candidate 1982
- Research and Development Committee Member 1982
- Program Committee Member 1981
- Finance Committee Member 1981
- Arrangements Committee Member 1981
- Legislative Committee Member 1980
- Membership and Credentials Committee Member 1979
- Arrangements Committee Member 1978

#### **Southeastern Wisconsin Medical Record Association** (1978 - 1985)

- Ad Hoc Legislative Committee Member 1981
- Office of President Elect Candidate 1980
- Ad Hoc Legislative Committee Member 1980
- Nominating Committee Member 1979
- Nominating Committee Member 1978

#### **Other**

- Advance for Health Information publication HIM Industry Council Member 2003 Present
- Health Information Technology Advisory Committee, St. Petersburg College 1986 Present
- Health Informatics Advisory Committee, St. Petersburg College 2007 Present
- ITT Technical College HIT Advisory Board Tampa 2007 Present
- St. Catherine of Siena Catholic Church Chair Pastoral/Stewardship Council 2007 Present
- Healthcare Information and Management Systems Society (HIMMS) Active Member 1998, 1999
- Chairperson, School Advisory Council, Osceola High School 2001 2002
- School Advisory Council, Osceola High School 1997 2002
- Coach (Boys & Girls), Osceola Youth Soccer League 1990 -1998
- MRA Advisory Committee, University of Wisconsin Milwaukee 1983
- Florida Association of Quality Assurance Professionals 1985 1990
- Tampa Bay DRG Coordinators 1985 1990
- Women on the Way Advisory Board 1994 1997
- Clinical Practice Coordinator for several HIM educational programs 1979 1990

# RECENT/SCHEDULED CONFERENCE PRESENTATIONS

- Creative Career Management in a World of Change, American HIMA Annual Convention, Dallas, TX October, 2009
- It's Your Career How to take Control!, Georgia HIMA Annual Convention, August, 2009
- Effective Resume and Interview Skills, Georgia HIMA Annual Convention, August, 2009
- It's Your Career How to take Control!, Florida HIMA Annual Convention, July, 2009
- It's Your Career How to take Control!, Maine HIMA Annual Convention, June, 2009
- Effective Resume and Interview Skills, Maine HIMA Annual Convention, June, 2009
- Interview & Resume Writing Workshop, 6 New England State HIMA Annual Convention, May, 2009
- Behavioral Interviewing Techniques, Gulf Coast HIMA, St. Petersburg, FL, September, 2008
- Behavioral Interviewing Techniques & Preparation Pre-conference Workshop, AHIMA Annual Convention, Philadelphia, October, 2007
- Showcase Your Talents With Your Resume, Florida HIMA Annual Convention, June, 2007
- Interviewing Skills & Secrets, Southwest Florida HIMA, November, 2006
- Career Paths, AHIMA Annual Convention Student Academy, Denver, October, 2006
- Mock Interviews, AHIMA Annual Convention Student Academy, Denver, October, 2006
- Environmental Scanning Session Facilitator, Florida HIMA Leadership Conference, Sept., 2006
- Resume Writing & Interview Techniques full day workshop, Suncoast HIMA, August, 2006
- Tools of the Trade, Florida Health Information Management Association, July, 2006
- Can I help you?, Oregon Health Information Management Association, May, 2005.
- Dreams to Reality, New Jersey Health Information Management Association, June, 2004
   Career Management: By Choice, By Chance or By Crisis, Oregon Health Information Management Association, May, 2004.
- Resumes That Work, Oregon Health Information Management Association, May, 2004.
- Career Management: By Choice, By Chance or By Crisis, Washington Health Information Management Association, April, 2004.
- Resumes That Work, Washington Health Information Management Association, April, 2004.
- Career Management: By Choice, By Chance or By Crisis, Virginia Health Information Management Association, May, 2002.
- Resumes That Work, Virginia Health Information Management Association, May, 2002.
- AHIMA Update Leadership Links, Florida Health Information Management Association, June, 2001.

# Recent/Scheduled Conference Presentations Continued

 AHIMA Update – Leadership Links, Gulf Coast Health Information Management Association, March, 2001.

- AHIMA Update Making Connections Through Community, South Carolina Health Information Management Association, July, 2000.
- AHIMA Update Making Connections Through Community, Florida Health Information Management Association, June, 2000.
- AHIMA Update Making Connections Through Community, Kentucky Health Information Management Association, June, 2000.
- AHIMA Update Making Connections Through Community, Louisiana Health Information Management Association, May, 2000.
- AHIMA Update Making Connections Through Community, Missouri Health Information Management Association, May, 2000.
- AHIMA Update Making Connections Through Community, Arkansas Health Information Management Association, May, 2000.
- AHIMA Update Principals of Partnership, Texas Health Information Management Association, June, 1999.
- AHIMA Update Principals of Partnership, New Mexico Health Information Management Association, April, 1999.
- Career Management: By Choice, By Chance or By Crisis, New Mexico Health Information Management Association, April, 1999.
- Resumes That Work, AHIMA Multi-Specialty Group, Baltimore, MD, March, 1999.
- Resumes That Work, Nebraska Health Information Management Association, September, 1998.
- Career Management: By Choice, By Chance or By Crisis, Nebraska Health Information Management Association, September, 1998.
- Winning Resumes, combined meeting of Massachusetts, Connecticut, New Hampshire and Rhode Island Health Information Management Associations, June, 1998.
- Career Management: By Choice, By Chance or By Crisis, combined meeting of Massachusetts,
   Connecticut, New Hampshire and Rhode Island Health Information Management Associations, June,
   1998.
- Resumes for the Nineties, Wisconsin Health Information Management Association, April, 1998.
- Career Management: By Choice, By Chance or By Crisis, Wisconsin Health Information Management Association, April, 1998.
- Career Management: By Choice, By Chance or By Crisis, Broward Health Information Management Association, December, 1997.
- Career Management: By Choice, By Chance or By Crisis, American Health Information Management Association, October, 1997.
- Career Management: By Choice, By Chance or By Crisis, N.W. Florida Health Information Management Association, September, 1997.

#### Recent/Scheduled Conference Presentations Continued

• Career Management: By Choice, By Chance or By Crisis, Panhandle Health Information Management Association, January, 1997.

- Career Management Symposium Presenter, American Health Information Management Association, Orlando, 1996
- Career Management By Choice, By Chance or By Crisis, Suncoast HIMA, Florida HIMA Annual Convention, and Southwest HIMA 1996
- Career Management Network Discussion Group Facilitator, American Health Information Management Association Annual Convention, Philadelphia, 1995
- Star Trek The H.I.M. Challenge, American Health Information Management Association Annual Convention, Las Vegas, 1994
- Dreams to Reality A Winning Resume, St. Petersburg Junior College Guest Lecturer, 1994
- Board of Directors Report, Tri County Health Information Management Association, 1994
- Star Trek The H.I.M. Challenge, Florida Health Information Management Association Annual Convention, 1994
- Dreams To Reality, Central Florida Confidentiality Conference, 1994
- Today's Techniques For Resume Writing, Gulf Coast Health Information Management Association, 1994
- Finding Your Fantasy Position, Physician Office Managers Association, 1994
- Designing A Life, Tri-Region Health Information Management Conference, South Florida, 1993
- Resumes That Work, Tri-Region Health Information Management Conference, 1993
- H.I.M. Jeopardy, Florida Health Information Management Association Annual Convention, 1993
- "Can We Talk," Florida Health Information Management Association Mid-Year Meeting, 1993
- Dreams to Reality A Winning Resume, St. Petersburg Junior College Guest Lecturer, 1993
- The Magic Of Enthusiasm Central Florida Health Information Management Association, 1992
- H.I.M. The Next Generation, American Health Information Management Association Annual Convention, St. Louis, 1992

### ARTICLES/PAPERS PRINTED

- Authored House of Delegates Resolution, "Bridging the Gap Education to Employment,"
   American Health Information Management Association, 2005
- Contributing Chapter Author "Readable & Rational Resumes," <u>HIM Journeys, A Career Guide for HIM Professionals</u>, PRG Publishing, 1997
- "Your Resume A Checklist for Today's Trends," <u>Journal of American Health Information</u> Association, January, 1997
- "Career Management By Choice, By Chance or By Crisis," <u>Journal of American Health Information</u> <u>Association</u>, July - August, 1996
- "Your Dreams Will Be Prophets," <u>Coastlines</u>, Florida Health Information Management Association Newsletter, 1995
- "AHIMA Team Talks," <u>Coastlines</u>, Florida Health Information Management Association Newsletter, 1995

- "Time For A Check-Up," <u>Coastlines</u>, Florida Health Information Management Association Newsletter, 1995
- "The Ten Commandments of Professional Involvement," <u>Coastlines</u>, Florida Health Information Management Association Newsletter, 1995
- Proposed Bylaw Amendment, "CSA Standardized Calendar," House of Delegates, American Health Information Management Association, 1994
- Position Paper, "Name Standardization Health Information Management," American Health Information Management Association, 1993
- Issue Group Background Paper, House of Delegates, American Health Information Management Association, 1993
- "All Winners In This Board Game," <u>Coastlines</u>, Florida Health Information Management Association Newsletter, 1994
- "Consider Yourself On Display," <u>Coastlines</u>, Florida Health Information Management Association Newsletter, 1994