

PROGRAM MANAGER FINANCIAL MANAGER, FACILITIES MANAGER

Summary

18 years of experience for Operations manager Housing and Financial Institutions as well as healthcare sector with experience of successfully coordinating the activities of various departments concerned with the production, pricing, sales, and distribution of products & services. Comfortable working with people of all levels and having an excellent commercial approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level. Now looking for a new and challenging managerial or consultancy position, one which will make best use of my existing skills and experience and also further my personal and professional development Core Competencies Competition Analysis - Ability to analyze and compare firm's products with that of competitors. Good communication and management skills - effective leader and motivator. Self-assured and confident. Objective Statement Desire to join a fast paced growing firm that offers a constructive workplace to develop brand strategies, initiate strategic alliances, promote new products, and interact with new clients in order to develop sustained business for the organization.

Skills

Microsoft Word, Excel, and Power Point Software: Microsoft Word, Excel, Outlook, Adobe Photoshop, outlook and Databases Clarity system, Boston Post and HMIS database system

Experience

03/2008 to Current

Program Manager Financial Manager, Facilities Manager Company Name i¼ City , State

- Driving operational improvements, maximizing the value of the asset base while ensuring a tight control on Operational costs.
- Responsible for monitoring and continually improving standards of performance and quality within the operation.
- Duties: Managing a team of approximately 20 employees in a busy work environment.
- Negotiating contracts, ensuring that they balance value and risk.
- Establish and implement departmental policies, goals, objectives, and procedures.
- Creating, managing and analyzing performance data and other information.
- Ensuring that capacity and capability are continually planned.
- Encouraging, identifying and developing best practice strategy.
- Ensuring compliance to all Environmental Health & Safety goals & objectives.
- Producing Operations manuals which define how the business is to be run.
- Working closely with the.

04/2005 to 02/2008

Clinic Manager Company Name

- Manager of the Facility activities and care plan development, service level determination, on-site field.
- Responsible for direct supervision of clinical staff and ensures adherence to internal policies/standards.
- Participates in the recruitment, interviewed and orientation of team members.
- Evaluates their performance relative to job goals/requirements; reviews records/documentation to ensure regulatory and in-house compliance.
- Coaches staff and recommends in-service education programs and manages the assignment of clinical associates.
- Ensures service quality and care coordination to ensure proper communication between physicians and patients.
- Discusses operational issues, updates on new/changed regulations and Oversight of clinical integrity of appropriated quality of care provided, visits utilization, Accountable for financial budget goals through utilization and providing appropriate and accurate patient care, case mix weight, and appropriate utilization of delivery of patient care.

01/2001 to 03/2005

Marketing Manager Company Name i¼ City

06/1992 to 12/1998

Duties Company Name i¼ City , State

- Implementing new operational processes and procedures.
- Establishing and maintaining Roles and Responsibilities for personnel under your management.
- Delivering regular team communications and organizing monthly meetings.
- Controlling all associated operational costs according to the prevailing annual budget forecast.
- Supporting the planning, development and overall management of project budgets, in collaboration with relevant senior field managers and HQ staff.
- Seeking ways of adding value to existing work areas.
- Working closely to build and maintain close working relationship with clients.
- Maximizing accuracy, productivity and space utilization.
- Assisting in the recruitment, training and development of staff.
- Solving disputes and complaints in a professional manner and within guidelines.
- Developed new marketing strategies to capture market channels with new clients.
- Brought new processes to firm for its growth, using various marketing strategies and communication skills in order to brand the firm in the market and attract new clients.
- Developed strategies and business for the firm by building corporate relationships with customers and the industry/market leaders.
- Utilized sales and marketing tools to create brand awareness in the market.
- Introduced improvements in business strategies based on customer feedback.

- Expanded business along with the respective market share for the firm.
- Played key role in company initiatives for developing new projects for future use.

Education and Training

June 2008

Bachelor of Business and Management University of Phoenix i¼ City , State

September 1999

Bachelor of Science : Nurse University of Washington i¼ City , State Nurse

June 2014

Master of Business administration : Healthcare University of Phoenix i¼ City , State Healthcare

Skills

Adobe Photoshop, balance, Budget development, budgets, budget, Business Management, business strategies, communication skills, Negotiating contracts, Cost control, clients, customer services, Databases, database, delivery, documentation, Driving, Environmental Health, financial, Financial Analysis, Managing, marketing strategies, marketing, market, Marketing/sales, meetings, Excel, Outlook, Power Point, Microsoft Word, negotiation, organizing, patient care, personnel, plan development, policies, Problem resolution, processes, process improvement, Producing, quality, recruitment, Safety, sales, strategy, supervision