

Sally Doe
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OBJECTIVE

To lead a quality-focused organizational agenda in services to seniors, using my extensive skills in administration and satisfying my desire for service to others.

SUMMARY OF QUALIFICATIONS

Licensed Nursing Facility Administrator for 16 years
Hospital/Medical Center CEO for 5 years
Hospital/Medical Center Chief Financial Officer for 5 years
College Instructor for 10 years
College Program Manager for 4 years
Medical Clinic Manager for 6 years

PROFESSIONAL EXPERIENCE

Talley County Hospital District, Ajo, CA
1988 - present

Nursing Facility Administrator - 17 years

- Earned three state-wide awards for quality
- Successfully managed transition from cost-based to prospective payment Medicare reimbursement system
- Established Talley Manor's reputation as one of the premier nursing facilities in CA, with eight zero-deficiency health code surveys and current CMS Five-Star rating.
- Reduced staff turnover through employee career ladder, staff recognition, climate change, and scholarship programs.

Chief Executive Officer/Hospital Administrator -5 years

- Managed a diversified rural medical center which includes a 25-bed hospital, an 84-bed skilled nursing facility, three rural health clinics, retail pharmacy, home health agency, hospice program, and durable medical equipment retailer.
- Developed Human Resources system for a labor force of 160, including 20 department managers.
- Completed several major renovation projects
- Reorganized management structure to separate hospital and nursing home administrative functions for improved leadership focus
- Successfully developed and implemented strategic and marketing plans
- Recruited four physicians, including J-1 waivers, and many healthcare professionals

Chief Financial Officer - 5 years

- Established accounting and reimbursement systems for six new enterprises - retail pharmacy, home health agency, hospice, physician practices and rural health clinics
- Initiated and managed major information system conversion
- Prepared complex financial statements, reports, and analyses
- Prepared and managed annual operational and capital budgets
- Improved billing and collections system, reducing accounts receivable and enhancing customer service.

EDUCATION

1966-1970 University of Arizona, Tempe AZ
Bachelor of Arts in English,, minor in Art
1976-1979 Colorado State College Ashland, CO
Master of Arts in Interdisciplinary Studies - Management & Accounting