







JANE SMITH

Health care manager with multiple degrees and certifications, including a Master of Health Care Administration and MBA in Health Care Management. Expert in leading teams, improving operational efficiency and ensuring regulatory compliance.

CONTACT

-  (987) 654-3210
-  email@example.com
-  LinkedIn | Portfolio
-  New Brunswick, NJ 12345

KEY SKILLS

- EHR and health care information systems
- Financial management and budgeting
- Health care management and operations
- Health care policy and accreditation standards
- Policy implementation and compliance
- Quality assurance and risk management
- Staff management and development

PROFESSIONAL EXPERIENCE

HEALTH CARE MANAGER | JOHNSON & JOHNSON, NEW BRUNSWICK, NJ
JUNE 2018 TO PRESENT

- Managed the daily operations of a health care department comprising over 50 staff members, ensuring efficiency and maintaining high-quality patient care
- Implemented new compliance policies in line with health care laws, reducing compliance issues by 20%
- Led, trained, and developed a team of over 50 health care professionals, increasing productivity by 30% in the past 3 years

ASSISTANT HEALTH CARE MANAGER | PFIZER INC., NEW YORK, NY
JULY 2017 TO MAY 2018

- Helped oversee operations of a 40-member outpatient care department, contributing to a 15% efficiency gain
- Co-developed and implemented policies and procedures, achieving full compliance with health care laws
- Participated in staff hiring and training, contributing to a 10% decrease in staff turnover

EDUCATION

Master of Health Care Administration (MHA)
UNIVERSITY OF MINNESOTA, Minneapolis, MN

Master of Business Administration (MBA) - Health Care Management
HARVARD BUSINESS SCHOOL, Boston, MA

Bachelor of Arts (BA)
UNIVERSITY OF CALIFORNIA, Berkeley

CERTIFICATIONS

- Certified Professional in Healthcare Quality (CPHQ), National Association for Healthcare Quality
- Certified Medical Manager (CMM), Professional Association of Health Care Office Management
- Certified Healthcare Financial Professional (CHFP), Healthcare Financial Management Association