

Jackson P. (Jack) Berry, Sr.

Scroll or page down to see the other candidates resumes. Regarding Mr. Berry's resume, This is not a mistake. This is the only page.

Objective

To contribute strong leadership and management skills to the Lake Shore Hospital Authority, in the administration of ongoing indigent care programs for the citizens of Columbia County. To develop new programs and funding for expansion of medical services for the citizens of Columbia County.

Experience

President, Southland Auction Inc., Lake City, Florida, 1992 - present

Board of Trustees, Lake Shore Hospital Authority, Lake City, Florida, 2004 - 2009

- Served two (2) years as Chairman.

President, Berry International Detective Services, Inc., 1975 - 2005

- Managed sixteen (16) offices and one hundred fifty (150) employees.
- Involved in the building, construction and funding.

Law Enforcement, 1968 - 1975

Medical Specialist, Hospital Administration, United States Army, 1960 - 1968

Education

Bachelor of Science in Law Enforcement, Southwest Texas State University, 1974

Associate of Applied Science Degree, San Antonio College, 1972

Advanced Medical Specialist, United States Army, 1960 - 1968

Medical Administration, United States Army, 1960 - 1968

Personal References

Lester Scaff, S & S Food Stores
134 Southeast Colburn Street
Lake City, Florida 32055
(386)752-7344

Todd Wilson, Publisher, Lake City Reporter
180 East Duval Street
Lake City, Florida 32055
(386) 752-1293

Terry, McDavid, Attorney
178 Southeast Hernando Street
Lake City, Florida 32055
(386)752-1896

Kim S. Chewing

SUMMARY OF QUALIFICATIONS:

- Corporate and legal management experience in the areas of human resources, information technology systems, finance and accounting, budgeting, marketing, public relations, customer service, special event coordination, strategic planning, disaster recovery planning.
- Possess excellent business writing, presentation and communication skills, interviewing and personnel counseling skills; strong interpersonal, planning and organizational skills. Practical, efficient, honest, dedicated, disciplined and loyal.

CAREER EXPERIENCE:

- 2004-2010** **Salter Feiber Murphy Hutson & Menet, P.A.** **Gainesville, Florida**
Firm Administrator. Responsible for day-to-day operational management of a six attorney, real property and litigation law firm. Charged with oversight and direction of billing and accounting, technology, human resources and benefits administration, training, facilities and risk management.
- 2003 - 2004** **Clinical PET of Lake City, Inc.** **Lake City, Florida**
Marketing Director. Responsible for marketing Positron Emission Tomography scan facility services to physicians and medical professionals in North Central Florida and South Georgia. Prepared and presented PET educational overview to physicians in effort to solicit patient referrals; performed nuclear medicine market research and analysis.
- 1998 to 2003** **Columbia Timber Company, Inc.** **Gainesville, Florida**
Business Manager. Operational and financial management of a timber brokerage and forestry consulting firm. Responsibilities included management of information systems; website design and maintenance; marketing; personnel and benefits administration; project coordination; client and contractor relations; proposals and bids.
- 1998 (June-Dec)** **Regeneration Technologies, Inc./UF Tissue Bank, Inc.** **Alachua, Florida**
Administrator, National Accounts. Served as the administrative member of 3-man team charged with implementing new tissue recovery programs in medical facilities across the country. Responsible for operational management and establishing infrastructure of new facilities and providing ongoing support to staff.
- 1998 (Jan-June)** **Hypercube, Inc.** **Gainesville, Florida**
Sales & Dealer Relations. Responsible for extensive interaction with international dealer and customer base; represent company at industry trade shows; maintenance of product/price database; processing software orders.
- 1994-1997** **Clayton Johnston Quincey Ireland Felder**
Gadd & Roundtree, P.A. **Gainesville, Florida**
Firm Administrator. Responsibilities included human resources and benefits administration; information technology; financial, facilities and practice management; strategic and disaster planning; risk management; public relations and marketing.

- 1992-1993** **Self-Employed** **Gainesville, Florida**
Co-Owner/Operator of local 200 seat full service restaurant. Responsibilities included direction of human resources, finance, and marketing.
Owner, Mindscape Media. Provided interactive multimedia development, training, and consulting for corporate clients.
- 1983-1992** **CSX Technology** **Jacksonville, Florida**
User Consultant and Executive Assistant to the Vice President of Systems Development
 Administrator for a department of over 650 employees in Baltimore, Columbia and Jacksonville. Managerial and technical responsibilities included: departmental human resources liaison; management of ad hoc niche technology projects; facilitation of marketing efforts of large-scale transportation information systems, primary customer and business partner contact; creative support; preparation of marketing materials; development of marketing strategy; coordinate video production; extensive design and production of multimedia presentations; publishing support of Annual Business Plan; preparation and monitoring of annual budget; technical facilitator for CSX Technology Executive Briefing Center; prepare training materials and conduct internal classroom instruction on Macintosh platform.
- 1982 -1983** **Smith Hulsey, P.A.** **Jacksonville, Florida**
Legal Secretary. Real estate and general litigation.
- 1979 -1980 and 1981 — 1982** **Gerald James, P.A.** **Fort Pierce, Florida**
Office Manager/Legal Assistant. Law office management, real estate and general litigation.
- 1980 -1981** **Gunster Yoakley Criser & Stewart, P.A.** **Palm Beach, Florida**
Legal Secretary. Litigation and administrative law.
- 1975 -1979** **Helliwell, Melrose & DeWolf, P.A.** **Orlando, Florida**
Secretary/Courier/Receptionist. General legal office duties, part-time employee while attending high school, converted to full-time position upon graduation.

EDUCATION:

1986 - 1991 Florida Community College at Jacksonville, Florida (member Gold Key Honor Society)
 1979 - 1980 Indian River Community College, Fort Pierce, Florida
 1977 Wm. R. Boone High School, Orlando FL (Honor Society)

OF NOTE:

Notary Public, State of Florida at Large
 Member, Association of Legal Administrators

REFERENCES PROVIDED UPON REQUEST

called 11/22/2010

Fall

Theresa (Terry) A. Fall
Bog & Vly Ranch



E-Mail terrval@hotmai.com

SUMMARY OF QUALIFICATIONS

Thirty-plus years of progressive General Management Administration with particular emphasis in the Operations, Systems Development, and Sales and Marketing arenas; Customer Service is the keystone.

Major strengths include excellent coordination capabilities, very well organized, self-motivated, enjoys problem solving, conscientious and detail-oriented. Management experience includes a proven ability to motivate, train, and develop departmental staff, and an active participant in task force projects and team leadership responsibility.

EMPLOYMENT HISTORY

March 2005 to September 2007 - **Georgia Military College**, Valdosta, GA 31605

Administrative Assistant to the College Director and to the Assistant Director/Assistant Dean of Students - Responsibilities include coordinating and assisting in administrative activities within the entire college setting (student, faculty, and administrative staff-Financial Aid, Admissions, Registrar, Consortium), student orientation presentations, community outreach and recruiting. Operational support includes purchasing, accounts payable and budget monitoring for all departments, personnel administration, contracted services and in assisting the Director in preparation for relocating the campus to its new site. Confidentiality secured in all endeavors.

July 2001 to June 2004 - **Healthy Start Coalition of Jefferson, Madison, & Taylor Counties, Inc.**
Greenville, FL 32331

Program Analyst - Reporting to the Executive Director, major responsibilities are focused on assisting the Coalition in complying with their Federal, Medicaid Waiver, and State Contract and providing immediate support of other activities of the Coalition. These activities include public information, outreach and communications, conducting and facilitating inter-county shared services meetings, data compilation and analysis, assisting in developing and monitoring State directed Service Delivery Plans, grant activities, and conducting Quality Assurance/Quality Improvement activities on the Coalition's contracted providers.

June 2000 to July 2001 - **Kids Incorporated**
Greenville, FL 32331

Administrative Assistant - Reporting to the Unit Administrator, responsibilities were directly related to the efficient administrative and operational support of the three-county unit. State reporting, confidential client records management and personnel administration were major tasks.

April 1998 to May 2000 - **Gambro Healthcare #4045**
Madison, FL 32340

- Dialysis Water Treatment System Technician - Certified
- Purchasing and Inventory Control - Certified
- Reuse Preceptor/Trainer - Certified

March 1995 to November 1998 - **Bog & Vly Ranch**
Madison, FL 32340

Owner, manager, operator Of 60+-acre Ostrich ranch. Successfully established and managed all phases of raising Ostriches for production. Incubated and hatched Ostrich chicks for other ranches. Brought personal inventory from 8 juveniles to over 200 Ostriches, with fertile egg production ahead of industry standards.

May 1994 to March 1998 - **Relief Printing**
Madison, FL 32340

- Computer systems maintenance
- Data entry and coordination responsibilities

1970 to 1993 - Thomas J. Lipton Co.

Englewood Cliffs, N.J. 07632

- Managed and profitably developed a macro-division within a large corporation, i.e., multi-disciplined export sales department. Responsibilities included all areas of sales, order entry, production, distribution, delivery, accounting, and budget accountabilities.
- Task-force member of corporate integrations and mergers, which resulted in smooth transitions with minimal interruptions to normal business practices and improved services to customers.
- Project leader in developing and implementing a hand-held computer invoice system designed to provide more efficient asset controls, be more cost effective to the billing process, and improve accounts receivable timeliness. At the time, this accomplishment was a state of the arts technology.
- Team leader during initiation of corporate sales training program, a proven approach to consistent successful selling techniques, which has since become a cornerstone of divisional profile.
- Coordination, development, design, and implementation of the continuous improvement of systems to maintain leading edge industry standards.

EDUCATION AND TRAINING

Attended Bergen Community College and Fairleigh Dickenson University - (1969-1976), for courses toward degree in Business Administration.

Several Computer Disciplines including Microsoft Word, Excel, Publisher, Power Point, and LOTUS
Graduated Berkeley Business School, New York, N.Y. (1967)

CIVIC & COMMUNITY NOTEWORTHY

- President of Safe & Drug Free Schools and the Madison Partnership Coalition - Madison County Schools (2001 to 2004)
 - Chair of Positive Behavior Support Committee
 - Chair of Keeping our Children in School (reduce/recapture drop-out incident)
 - Chair of Vocational Studies Support Committee
- Founding and facilitating member of newly forming Neighborhood Accountability Board, Madison, FL (In conjunction with Dept. of Juvenile Justice, Madison, FL)
- Vice President United Methodist Women, Madison, FL (2004 to 2005)
- President of The Treasures of Madison County (2000 to 2004) - This includes managing the County Old Jail Museum, and approximately \$500,000 in Historical Restoration Grant projects for the W. T. Davis McClure Building.
- Editor of The Treasures of Madison County Newsletter
- Board of Directors of The Treasures of Madison County
- Active committee member and choir member at the First United Methodist Church, Madison, FL
- Mentor in Take Stock in America's Children Program - Providing guaranteed scholarships to youths who meet the challenge.
- Former Secretary of Madison Elks Lodge #2205
- Secretary and member of the Board of Directors of the American Ostrich Association - North Florida Chapter (1994- 1998)
- a Vice President of Northeast Chapter of the American Ostrich Association (1993 -1994)

SKILLS

- Multi-task Proficiently under Pressure
- Strong Communication Skills
- Ability to Work Independently
- Dedicated Work Ethic
- Project & Time Management
- Problem Solving & Analysis
- Mentoring & Development

PROFESSIONAL SUMMARY

SEARS HOLDINGS, Leominster, Massachusetts

2007 - Present

Operations Manager

- Responsible for all operational aspects which includes a staff of approximately 200 employees
- « Supervise and direct receiving and human resource departments as well as human resource manager, leads and all cashiers
- » Provide support as needed in maintenance, payroll and cash flow
- Matrix and P&L overview, planning and budgeting
- Responsible for hiring and terminating employees as well as evaluations and any investigations
- Take an active role in education, systems-based learning and on-the-job coaching to enhance and supplement current knowledge of departmental procedures
- Analyze and communicate resolutions to customers thereby ensuring quality customer service and satisfaction

PATRIOT AMBULANCE, Chelmsford, Massachusetts

1991 - 2007

Director of Operations (2001 - 2007)

- Supervise management, employees as well as Communications Department
- » Oversee daily operation of the company insuring a smooth operation, handling all on the spot issue as they may arise and correcting any problems
- » Work closely with city officials and act as main point of contact for all issues and updates
- Responsible for interviewing and hiring employees as well as evaluations, investigations, and terminations
- » Take an active role in education, training, systems-based learning and on-the-job coaching to enhance and supplement current knowledge of departmental procedures
- Handle all incoming complaints and quality control
- Keep all SOP's up to date and rewrite them as needed
- Insure that all OSHA, State and FDA regulations are followed thereby insuring the company is compliant
- « Oversee 7 locations throughout the state and insure that each location is running smoothly and maintained to the standards of the company
- « Respond to MCI's and other emergency's as requested
- Oversee fleet and inventory maintenance of all vehicles and equipment to insure effectiveness, safety and company standards

Operations Manager (1999 - 2001)

- Supervise management
- Ensure completion of tasks and responsibilities thereby ensuring operations are completed
- Main point of contact for facility personnel as well as city officials

Supervisor (1998-1999)

- Oversee forty five street personnel and ensure they are well equipped for the job
- Resolve any issues or complaints that arise
- Respond to emergency and non-emergency calls

EMT- Basic (1991 - 1998)

- Provide emergency and non-emergency transportation while responding to a wide variety of calls
- Patient assessment
- File and maintain confidentiality of medical records

DONALD I. GIRARD

TOWN OF TOWNSEND, Townsend, Massachusetts

1999 - 2003

Part Time Ambulance Director (2002 - 2003)

- Direct twenty five employees both ALS and BLS
- Oversee day to day operations
- 1 Responsible for billing and budget planning
- Attend Town Meetings

Part Time Telecommunicator (1999 - 2001)

- Dispatch police, fire and ambulance to emergency and non-emergency calls in the Town
- « 911 certified, leaps, EMD

TAYLOR RENTAL, Waltham, Massachusetts

1986 - 1991

Customer Service

- Ensure quality customer service
- « Small engine repair
- « Responsible for maintaining all equipment and keeping it in working order
- « Delivery and set-up to the customer
- » Equipment Safety

EDUCATION, CERTIFICATION AND TRAINING

COMMONWEALTH OF MASSACHUSETTS

*NIMS 275, 007, 200HC, 362, 015A, 800A, 801, 805, 807, 810, 814, 821, 1900 ~ 2008**NIMS 200 ~ 2007**NIMS 700, 100 ~ 2006**Emergency Medical Dispatch ~ 2006**Emergency Response to Terrorism (Fitchburg, MA) ~ 2002**Emergency Crime Scene Responder Course ~ 2001**Defibulator Certification - 1994**Emergency-Medical Technician. Course ~ 1991*

called 1/25/10

Sue Fraze

From: jholley2004@gmail.com
Sent: Monday, January 18, 2010 10:37 AM
Subject: Su© Fr8Z6
85720774 Authority Manager GS-A000610723 Monster Resume #v947hf8a2fxekaqy

This job seeker is applying to the following:

JoMD: 85720774 Job Title: Authority Manager Ref Code: GS-A000610723

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CONTACT INFO

Jason Holley

[REDACTED]
US

jholley2004@gmail.com



RESUME

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Resume Value: v947hf8a2fxekaqy Resume Headline: Resume

Jason Holley

[REDACTED]

Professional Profile

State Certified General Contractor with an Associates in Business Finance. Hold an active Assisted Living Facility Administrator License. A proven and efficient director/manager. Creative problem solver with ability to drive revenue growth, resolve conflict, improve morale and consistently exceed profit goals. Advanced computer skills with a certification in access control and network integration.

- Management - Solid background in planning and executive sales. Hands-on manager with highly developed negotiation skills and experience cultivating strategic business partnerships. Equally strong in budgeting and financial management.
- Team Building - Decisive team leader with extensive experience recruiting and hiring teams, developing talent and creating effective training programs.
- Communication - Persuasive communicator with well-developed presentation and negotiation skills. Able to develop productive relationships with colleagues, customers, and staff at all levels.

Experience

Florida Institute for Neurologic Rehabilitation - Wauchula, Florida 2007-Pesent

Facility Manager

Oversee operations of the nation's largest traumatic brain injury rehab facility. Responsibilities encompass 29 transitional living facilities, one skilled medical facility, and all supporting facilities including almost 200 clients and over 600 employees. Ability to maintain citation free compliance with all regulatory and accrediting agencies including AHCA, CARF, OSHA, JCAHO, DEP, EPA, and all AHJ's. Have generated numerous policies, preventative maintenance programs, budget analysis, and scheduling. Developed, implemented, and oversee the purchasing department including implementation of the software systems. Designed and revised policy for both acute and post acute biomedical waste programs.

- Reduced staff turnover by 74%
- Tripled employee output while reducing monthly budget by \$40,000

Mark Maconi Homes of Tampa Bay - Palm Harbor, Florida 2005-2007

Project Superintendent

Construction Superintendent- Constructing multiple story custom luxury homes. Homes in the multi-million range. Consulting with customers to ensure compliance and expectations are exceeded. Extreme detail in all phases of construction. Specialize in finding blueprint errors that hinder production. Ability to complete projects ahead of schedule.

Hernando County Sheriffs Office - Brooksvilie, Florida 2001-2005

Patrol Deputy

Patrol Deputy- Security Advisor, Managed above average number of cases, maintained a high level of professionalism in stressful situations, liaison between multiple agencies



SUMMARY

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Current Career Level: Executive (SVP, VP, Department Head, etc)

Work Status: US -1 am authorized to work in this country for any employer.

"Target Locations: **Selected Locations:** US

* You may download a Word document of this resume from the Authority Manager folder. [View Resume](#)

SUMMARY OF QUALIFICATIONS:

Solid foundation of business related experience in the development and implementation of financial processes and procedures. Proficient in the management of time and resources and coordination of employee activities. A powerful work ethic and strong communication style Analytical decision maker with exceptional problem-solving abilities. Recognized by previous employers as a catalyst for change and improvement in organizational efficiency and effectiveness.

EDUCATION:

B.S. Finance and Economics December 2004
Utah State University Logan, UT
Maintained a 3.8/4.0 G.P.A. (Magna Cum Laude, Beta Gamma Sigma)

Licensed Real Estate Agent July 2006
Real Estate Academy St. George, UT

BUSINESS WORK EXPERIENCE:

Financial Manager/Administrator

Utah Navajo Health System, Inc April 2005 - February 2006 & February 2007-Present
Montezuma Creek, UT

- > Account Receivable Manger- Oversee more than 60,000 encounters per year in a multi-million dollar AR department. Responsible for medical, dental, pharmaceutical, physical therapy and other specialty services.
> Business Manager for Blue Mountain Hospital - (January 2009 - Present) Complete business implementation for start-up of brand new 11 bed acute care hospital with eight chair dialysis unit located in Blanding, Utah. Complete business implementation includes but not limited to: Chargemaster creation for all departments (Med/Surg, OR, ER, Dialysis, Radiology, Pharmacy, Laboratory, Supplies, etc.), research and purchase EMR and EPM systems along with deployment of chosen software packages, hiring all front office and billing staff, managing said staff, physician credentialing and privileging, insurance credentialing, protocol and process(es) development, contracting with vendors such as billing clearinghouse and 3M end coding products, purchasing supplies for start-up. Blue Mountain opened its door for service on July 15, 2009. Continued to work as Business Manager for BMH from that time forward while also maintain my Financial Manager responsibilities at UNHS. UNHS is a 1/3 partner of BMH.
> CQI Director - Continuous Quality Improvement Director in implementing an aggressive strategic management plan for departmental quality improvement project. Helped department staff design, manage, and maintain numerous CQI projects. Thorough statistical analysis of process and procedures using various Six Sigma statistical and graphical tools. Completed CQI projects in conjunction with FEMA (Failure Effects Modes and Analysis) projects to identify and eliminate organization risk prior to the risk coming to fruition.
> Credentialing Coordinator - Responsible for ensuring medical, dental, and pharmaceutical providers meet credentialing compliance with Joint Commission Accreditation of Healthcare Organizations (JCAHO). Negotiate contract pricing for all third party insurance carriers and credential all providers to become PPO with such insurance carriers.
> Implementation Specialist - Implemented both the billing (Electronic Practice Management) and medical (Electronic Medical Records) portions of NextGen; an entire electronic medical records system. Responsible for training all medical providers and ancillary staff. Development of customized templates and documents to conform to providers needs and to increase practice management efficiency.
> Front Office Manager- Front Office Manager over four Community Health Center's; included 15 staff members. Developed front desk policies and procedures manual.
> Healthy Lifestyle Fitness Program Director - A program that provides excellent incentives for employees for healthy food intake and exercise participation. The program is wholly grant funded. Employees have measurable body mass index reductions since the program's inception.

- > Compliance Committee - The Group meets monthly to review current policies for soundness and encourages greater compliance.
- > CFO Assistant - Work closely with the CFO on numerous financial assignments such as audit reviews, grant management, financial viability and analysis

EXIT Red Rock Realty & Professional Real Estate Investment Group

Realtor®

St. George, UT July 2006-February 2007

- > Contract write-ups, proposals, and negotiations.
- > Geographic specific targeted marketing campaign: Monthly newsletters, door-hangers, cold calling, door to door knocking, post cards, etc.
- > Customer focused real estate professional dedicated to ensure all my clientele's needs were/are met.
- > Teaching and coordinating real estate investment seminars on a weekly basis throughout the United States. Investment strategies taught specific to geographic appropriateness and viability.

Marketing Manager

Eagle Air Med

Blanding, UT February 2006-May 2006

- > Public relations outreach and program development throughout the Navajo Reservation.
- > Development of promotional campaign: Marketing material design and distribution, outreach and community service activities, health and career fair workshops.
- > Financial proposal presentations to various hospitals board of directors and key personnel.
- > Efficiency analysis of the entire operation of Eagle Air Med conducted through surveys, interviews, and statistical reports.

EXTRACURRICULAR:

- > Real estate investment entrepreneur and consultant
- > San Juan High School Basketball Assistant Head Coach
- > Served and mission for the Church of Jesus Christ of Latter Day Saints
- > Volunteer reading coach for 2nd and 3rd graders
- > Work with high school students on physical fitness (weight lifting) on a volunteer basis 7 hours per week.

DAVID B. KRAUS

FLKraus@aol.com

SUMMARY

An innovative, achievement oriented leader with demonstrated organizational, analytical and communications skills. A team player and manager with over 20 years of experience in the following areas:

Operations and Project Management	Economic Development and Utilities
Customer Service	Training and Organizational Change
Financial Operations and Budgeting	Strategic Planning and Consensus Building

EDUCATION

Master of Public Administration
Bachelor of Arts

Indiana University
DePauw University

Bloomington, Indiana
Greencastle, Indiana

SKILLS AND ABILITIES***Planning and Economic Development***

- Managed a community wide vision process in Mount Holly that led the efforts to convert from an aging textile community into a center for ecotourism and led to the adoption, within six months, of \$5 million in General Obligation Bonds, beer and wine sales, and mixed drink sales;
 - o Directed the construction of the downtown streetscapes portion of the bond projects and the design of the renovated a historic mill into a new City Hall/Community Center,
 - o Guided the city's economic development efforts which helped lead to the creation of a private foundation as well as the location of the US National Whitewater Center, Carolina Medical Rehabilitation Center, an environmentally friendly National Gypsum plant, Airborne Industries and numerous new downtown businesses;
 - o Negotiated utility agreements to retain industry including American & Efird and Freightliner; and
 - o Worked with local industries, community groups, not-for-profit agencies, Duke Power, State agencies, and neighboring communities to develop a trail system, construct initial trails and acquire over 220 acres of undeveloped riverfront including the acquisition of grant funding in excess of \$3 million. (This project will become an initial part of the Carolina Thread Trail)
- Worked with developers in the Lake City CRA on projects including downtown mixed use developments.
- Directed efforts to establish architectural standards for residential overlay districts in Mount Holly.
- Governed the management of two public housing complexes operated by the City of Mount Holly.
- Negotiated over 20 voluntary annexations totaling over 2,120 acres, countywide water and sewer extensions, numerous developer agreements and the delayed annexation of a Duke Energy steam plant.
- Established Wastewater Pretreatment Program and issued sewer use permits in Lowell and Mt Holly.
- Developed Stormwater program in Mount Holly and initiated Stormwater planning efforts in Lake City.
- Participated in the Gaston Urban Area MPO's TCC, serving as Chair and Vice Chair.
- Initiated community events such as Annual Christmas Tree Lighting, Water Day, 125th Birthday Series, Black History Forum and Business Expo; directed the planning of annual events including Memorial Day and SpringFest; and participated in community events such as the Senior Dinner and the Community Choir.

Training and Employee Development

- Instructed *PUB410 - Methods and Techniques of Public Administration* covering the development of survey instruments, statistical analysis, benchmarking, TQM, reengineering, and team management and *PUB404 - Concepts and Issues in public Planning* encompassing comprehensive planning, land use planning, transportation planning, economic development and environmental planning.
- Train retail personnel on Windows 7, Office, Office for Mac, X Box and Zune HD as a Microsoft Representative.
- Managed the Wilmington Police Department's Personnel division including candidate selection process including applicant screening, written test administration, and scheduling of interview boards, polygraphs, background investigations, and medical/psychological evaluations; lead and facilitated Quality Improvement Teams and served as a certified instructor in Wilmington's Quality Improvement program.

SKILLS AND ABILITIES (continued)***Finance and Management***

- Prepared annual budgets, presented budgets to City Council and monitored departmental expenditures.
- Prepared 5-year financial forecasts and developed reduction in force plans, work plans and public safety plans.
- Developed financing and repayment plans for capital projects including general obligation and revenue bonds, Tax Increment Financing, pay as you go reserves, USDA supported loans and conventional loans.
- Merged two fire departments and a rescue squad into the Mount Holly Fire and Rescue Department and managed the construction project of a new \$1.3 million headquarters station.
- Consolidated all maintenance functions in Lake City reducing costs over \$120,000 per year.
- Negotiated interlocal agreements with neighboring cities and industries on water/wastewater operations and interconnections to maintain the lowest utility rates in the Charlotte region for Mount Holly.
- Consolidated Planning, Parks and Recreation, and Public Housing departments into Community Services in Mount Holly coordinating their programs to achieve their mission and saving over \$100,000 annually.
- Managed capital projects including sewer system rehabilitation, park expansion, trail construction, street rehabilitation, water intake renovations, and regional water/sewer interconnections.
- Restarted stalled restroom construction projects in Lake City using volunteer labor and saving over \$50,000.
- Instituted first responder, K-9 officers, rollout garbage, E-911 modernization, water intake upgrades, and sewer rehabilitation programs in Mount Holly.
- Directed the proactive environmental clean-up efforts at the City's Public Works yard significantly reducing the fines faced by the City of Lake City.
- Acquired over \$2.6 million in grant funding from North Carolina Clean Water Management Trust Fund to protect Mountain Island Lake and the Catawba River watersheds.
- Wrote and administered grants including AmetiCorp, US Department of Justice grants (COPS, COPS More, and COPS Universal), North Carolina Governor's Crime Commission grants (VOCA, JJDP and DSCI), North Carolina Highway Safety grants (DWI and Seatbelt), US Housing and Urban Development grants (Drug Elimination and Emergency Shelter) for City of Wilmington.
- Wrote and administered Law Enforcement Block Grant, Governor's Highway Safety Program grants and North Carolina Housing Finance Agency HOME grants for the City of Lowell.

EMPLOYMENT

2007-Present	Vice President	Phat Pug Investments, Inc.
2009- Present	Microsoft Trainer/Representative	Mosaic Solutions
2009	Adjunct Instructor	Barry University at Santa Fe College
2007	City Manager	City of Lake City Florida
1998-2006	City Manager	City of Mount Holly, North Carolina
1996-1998	City Manager	City of Lowell, North Carolina

Prior Experience

Budget Analyst/Program Specialist	City of Wilmington, North Carolina
Program Specialist	City of Fort Wayne, Indiana
Intem	Federal Emergency Management Agency

CIVIC AND PROFESSIONAL ASSOCIATIONS

FHSAA Volleyball Official - Five Rivers Officials Association (2009 to Present)
 United Way of the Suwannee Valley, Board Member and Allocations Committee Member (2007 to 2009)
Gainesville Area Chamber of Commerce (2007 to Present)
 Richardson Community Center/Annie Mattox North Advisory Council (2008 to Present)
 Rotary International (1999 to 2009)
 Lake City Downtown Merchants Association (2007)
 Mount Holly Community Development Foundation (2003 to 2006)
 Catawba-Wateree Metro Advisory Group -Duke **Energy Hydroelectric Relicensing** (2004-2006)

LAURA LEA LANGE

[REDACTED]
[REDACTED]
[REDACTED]
Email: lauralea_18@yahoo.com

OBJECTIVE: To obtain a permanent position in a long term care business or organization that will utilize my discipline, commitment, and organizational skills, and will allow me to help make a difference in the lives of people that need help, as well as their families.

QUALIFICATIONS:

Take-charge management executive with 10 years of medical office, case management, and marketing experience in the full service medical and public sectors.

PROFESSIONAL SUMMARY:

Senior Case Manager Columbia Co. Senior Services	07/2009 - present Lake City, Florida
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Provide and coordinate services between clients, physicians, medical facilities, insurance providers, trust administrators, guardians, courts, and family representatives.
Assist the medically frail in remaining at home by arranging medical services and equipment, overseeing caregivers, and advising families needing medical assistance for the very ill.
Frequent quality assurance visits in order to provide *important* feedback to long distance or busy relatives living at home.

Bookkeeper Morgan Law Center	09/2007 - 11/2008 Lake City, Florida
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Accounts Receivable/Accounts Payable
Reconciliation of business accounts as well as client accounts
Prepare monthly statements
Prepare monthly and annual budgets

Front Office Coordinator/Surgical Coordinator Shands @ Lake Shore Orthopedics (formerly Dr. Jacobus' office)	07/2001 - 12/2006 Lake City, Florida
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Perform x-rays and DEXA's as ordered
Assist physician in back office with casting, sutures, staples, etc.
Front office management including:
Marketing - traditional and internet strategies
Human resources - interviewing, training, orienting, and supervising employees.
Case Management - patient/surgical assessments, patient referrals, referring clients to appropriate agencies, scheduling necessary follow up appointments, insurance verifications, advocate and liaison for patient care.
Accounts receivable - posting payments from patients and insurance companies, collections
CPT/ICD9 posting
Computer program proficiency in Medical Manager, Microsoft Word, Excel, Intranet, Transcription, Data Entry.

Continued...

Lange, Laura

EDUCATION / CERTIFICATIONS:

Masters of Business Administration 02/2007- 11/2008
Colorado Technical University Online Colorado Springs, CO
Major: Human Resource Management
Graduation: November 9, 2009

Bachelor of Science in Health Care Management 11/2005-02/2007
Colorado Technical University Online Colorado Springs, CO
Major: Health Care Management
Minor: Business Management
Graduation: February 24, 2007

Licensed Assisted Living Facility Administrator

Certification in CDC+ Consumer Training, Case Management, and ALF Administration

Certification in Adult CPR and Basic First Aid

Certified student mentor at Colorado Technical University

Hold nine professional certificates received during my courses at Colorado Technical University:

- Basics of Accounting and Finance
- Business Administration
- Business Fundamentals
- Business in the Global Environment
- Human Resource Development
- Human Resource Management
- Management Essentials
- Organizational Systems Improvement
- Project Planning

Diane Lyons

E-mail: lyonsdl@windstreani.net

Qualifications Profile

- Administrative/ Supervisory-10 years
- Human Resources-10 years
- Auditor-16 years
- Public Speaking-16 years
- Instructor- 4 years
- Effective Communications-40 years
- Computer Skills-29 years

Education

1/2000-8/2004 Florida A&M University Tallahassee, FL

Teacher Certification Industrial Technology and ESE

- Masters Educational Leadership and Human Resources
- Bachelors Education Industrial Technology

5/1994-12/1996 Florida State University Tallahassee, FL

Certified Public Manager

- Certification

4/1981- 12/1982 Lively Vo-Tech Tallahassee, FL

Carpentry

- Certification

7/1971-12/1974 Santa Fe Community College Gainesville, FL

Para Professional Counseling

- A. A. and Certification

Professional Work Experience

9/8/2009-Present Blue Wave After School Gainesville, FL

Activity Director

- Leading elementary students in various enrichment activities

10/1/2007-Present Brookside Realty Earleton, FL

Realtor

- Residential sales

9/4/2009-Present University of Florida P K Yonge Gainesville, FL

Substitute Teacher

- * Teacher for grades K-12 called as needed.

8/11/2008-6/05/2009 Bradford County Schools Starke, FL

Bradford Union Area Career Technical Center

Teacher

- Carpentry teacher and career based education hands on instruction for High School and Adults with disabilities in a training center environment. Teaching job skills and power equipment and material processes.

1/5/2008-8/11/208 NOWCC Department of Natural Resources Gainesville, FL

Data Professional

- Data Management, creating geographical maps for Easement Acquisitions

8/5/2007-6/11/2008 University of Florida P.K. Yonge Gainesville, FL

Substitute Teacher

- Teacher for grades K-12 called as needed.

8/5/2005-6/11/2007 School Board of Alachua County Gainesville, FL

Director of the Academy of Building Construction/ Instructor \$30,000 year

- Work with local business managers on the advisory board as a liaison to develop appropriate strategies to recruit qualified individuals to fill vacancies in the Academy of Building Construction program.
- Worked directly with students teaching and developing curriculum for construction trades.

4/2004-8/2005 State of Florida DOR Gainesville, FL

Training Consultant \$30,000 year

- Applied knowledge of the principles and practices of organizational behavior and adult learning as a trainer for the Department of Revenue Child Support Enforcement program.
- Developed new curriculum for staff implementation to comply with new legislative mandates.
- Provided training on Florida Statues, policy and procedures, and the Florida Data Base System as it related to the Child Support Enforcement program.

10/1/2000-3/30/2004 State of Florida DOR Gainesville, FL

Operations Analyst II \$29,000 year

- Assisted the Service Center Manager and Administrators in quality control and data analysis.
- Established reports tracking key performance indicators to measure progress and effectiveness to align with the strategic plan of DOR.
- Monitored cases to ensure state and federal laws as well as time frames were met, analyzing data to assist in regional process improvements.

4/1/2004-8/28/205 State of Florida Department of Revenue Gainesville, FL

Staff Development & Training Consultant \$32,000 year

- Trainer-Developed curriculum, created guidelines and procedures for staff development for Region 1.

10/20/2000-3/31/2004 State of Florida Department of Revenue Gainesville, FL

Operations Analyst II

- Data analyst and survey development, quality assurance monitor, data base developer and facilitator in process improvement team activities.

1/20/1975-10/19/200 State of Florida

Gainesville, FL

Department of Labor Bureau of Tax

\$35,000 year**Field Auditor Supervisor and Office Manager**

- Office manager for the Gainesville Unemployment Compensation Tax office. Supervisor of a team of auditors that conducted financial audits of business records to determine compliance with the State and Federal Law.
- I was responsible for eleven county area hiring and firing auditors and a secretarial staff, conducting staff development and training.
- Reconciliation of records and reports to the state, collections of delinquent accounts, review of detail journal entries. Investigative interviews were conducted to determine liability issues for business not reporting workers, disputed appeals and disputed audit findings. Fraud investigator for unemployment claims.

Objective

My goal is to become involved with a progressive unit of individuals focused on continual quality improvement.

References**Dr. Ellen West**

Santa Fe Community College / EPI/Room B-200
3000 N.W. 83rd Street
Gainesville, FL 32606
(352) 373-5251
ewest@gator.net

Rick Yost

P.O. Box 117200
Gainesville, FL 32611
(352) 392-0557
ebertch@yahoo.com

John Geotasio

Broker
Brookside Real Estate Services
4704 N.E. 255 Dr.
Melrose, FL 32666
johng.104@windstream.net

Gregory "Scott" Mccue

[REDACTED]
[REDACTED]
[REDACTED]

stleogmccue@gmail.com

Education: *Saint Leo University*
B.A. S. in Business Administrations Graduates May 2010
Lake City Community College
A.S. Degree in Golf Course Operations Completed May 2002

Summary of Qualifications:

- Bilingual in English and Spanish
- Strong work ethic and dedication to excellence in service
- Thrive on challenges and accomplishments that exceed facility's goals
- Result-Driven
- Self-starter, with proven ability to be part of a capable and dedicated team

Professional Experience:

Prince Contracting, Palmetto Fl, January 2006-May 2008

Project Manager

- Managed entire construction process to specified plans over three developments
- Directed daily activities of Construction crew of 25 people as well as managed all Sub-Contractors and Vendors
- Applied for all associated Local Permits

Buffalo Glen, The Villages Fl

Softball Complex, Site clearing to finish paint of parking and blvd

Durban Crossing, Jacksonville Fl

Softball and Soccer Complex, Irrigation, planting and grow-in of all plant materials

Butterfly Garden, Deltona Fl

Design and build recreation for the City of Deltona complete with Jungle Gym, Butterfly Garden and Lighted Nature trail

United Golf Construction, Loudon Tennessee, January 2005- January 2006

Tennessee National (Greg Norman-Design and Development)

Project Manager

- Conducted meetings, presented budgeted and actual numbers for all line items
- Responsible for noting all comments during Greg Norman Design Site Visits
- Managed production of construction crew from clearing to finishing

- Scheduled housing for company staff
- Produced computer generated records for all budgeted items

Quality Grassing and Services Inc., Lithia Fl, May 2003-January 2005

Assistant Construction Superintendent-Reunion Country Club, Jackson MS

- Supervised construction and finish work of greens, tees, bunkers and fairway drainage
- Provided as-builts for drainage, irrigation, as well as golf course features

Assistant Construction Superintendent-Traditions at Braselton, Braselton GA

- Created lines and waypoints with independent satellite GPS System
- Provided computer generated as-builts from GPS System

Superintendent of Excavation and Mass Dirt Moving-The Founders Club, Sarasota Fl

- Oversaw production of Lake excavation and dewatering
- Fill dirt for golf course and surrounding subdivision development
- Maintained planned elevations and erosion control for entire site
- Prepared turbidity records for County of Sarasota

Caribbean Turf Nurseries, Penuelas Puerto Rico, May 2002- May 2003

Sod Farm Manager-26 Acre Salam Paspalum-Certified Sod and Sprig Nursery

Oversaw production of Sod and Sprigs

- Generated sales of \$146,000 in sod and \$197,000 in sprigs during 10 month period
- Turned field over for new production 4 times in same period
- Developed and constructed additional 16 acres for production including Clearing, Grading, Fumigation, Irrigation, and Grassing
- Quality Control for both Customer and Dept. of Agriculture

Sandbarrens Country Club- Private 27 hole facility, Swainton NJ. May 2001-Sept. 2001

Internship-Summer on-job-training

- Oversaw supervision and scheduling of crewmembers
- Gained knowledge of growth regulators while applying them through the use of a Toro Multi pro
- Trained summer crew in syringing and watering techniques

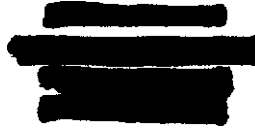
Certifications: *National Academy Sports Medicine*

Certified Personal Trainer

Red Cross

First Aid, CPR and AED

Tim Roberts



timandamy95@hotmail.com
troberts@duplicateyourbusiness.com

EXPERIENCE

Vice President of Business Development- Franchise Development & Marketing Group (www.duplicateyourbusiness.com), Draper, UT July 2008 -

- Signed up multiple companies as 10-year clients to duplicate themselves through franchising.
- Representing the Franchisor, I sold the Arizona and Colorado territories of our own company.

**I technically still have a role in this company working Florida as a territory in conjunction with our office in Salt Lake City. I am also the owner of The Submarine Station (www.thesubmarinestation.com) -a franchise company.

Director of Marketing- Lincoln Title, Ogden, UT April 2007-June 2008

- Spearheaded efforts to increase market share by recruiting new clients in both the real estate and mortgage industry. This was done through my efforts of networking, cold calling, advertising, training, and education. Also brought in new clients to the law firm of Smith Knowles.

Real Estate Agent- Results Realty, Lake City, FL, June 2005- April 2007

- Worked directly with buyers and sellers in a very competitive market.
- Bought, renovated, and sold homes for investment purposes.

Sales Representative- Bioexpress, Salt Lake City, UT, Jan. 2004- Law School in August of 2004

- Sold scientific equipment and disposables - Including freezers, centrifuges, incubators, PCR machines, etc.
- Covered the whole state of Florida
- Accounts included all major universities, pharmaceutical and biotech accounts, Mayo Clinic- Jacksonville, and other research institutions.
- Reached sales 189% above plan.
- Established new accounts, maintained customer base and satisfaction, trained customers on use of products, acquired extensive product knowledge of the competition, and stayed self-motivated.

Product Specialist- Continental Lab Products, San Diego, CA, Feb. 2001-Jan. 2004

- Sold molecular biology equipment and disposables - Including thermal cyclers, ovens, electrophoresis equipment, and reagents.
- Covered the states of Florida, Georgia, and South Carolina.

- Accounts included all major universities, the Center for Disease Control, pharmaceutical and biotech accounts, Mayo Clinic- Jacksonville, and other research institutions.
- Worked directly with the end user of the products to explain features / benefits and help change their buying habits. The end user being PhD's, Lab Managers, Primary Investigators, and Research Assistants.
- Increased sales in territory in 1st year 319%.
- More than doubled every rep in the country in a 4-month close-out promotion of the company's most expensive product, the Hybaid PCR Machine.
- Received the **Rookie of the Year** award for sales, at the National Sales meeting.
- Established new accounts, maintained customer base and satisfaction, trained customers on use of products, acquired extensive product knowledge of the competition, and stayed self-motivated.

New Car Manager - Gainesville Nissan, Gainesville, FL, May 2000 - Jan. 2001

- An instrumental part of the dealership selling the most new cars in its four-year existence.
- Projected, ordered, and controlled inventory for one of the largest dealerships in Gainesville. Held meetings, managed schedules and goals, cultivated loyal customer base, and motivated and trained over a dozen employees.
Finance Manager - Oct. 1999-May 2000 (Part-time)
- Closed deals, negotiated contract terms and conditions of loans.
- Reviewed all legal documents related to car sales.

Loan Officer - Florida Credit Union, Gainesville, FL, Nov 1998- May 2000

- Due to the unconventional hours at the car dealership I took a position in order to finish college as quickly as I could. One semester I was able to take 22 credit hours and work two jobs.
- Responsibilities included finding contacts, up-selling products and preparing all documents.
- Consistently ranked in the top of incentive money earned between all five branches of the credit union.

Car Salesman - Gainesville Nissan, Gainesville, FL, Dec. 1996- Nov. 1998

- Ranked #1 and #2 consecutively in 1997, 1998 for sales and income at the dealership.
- Demonstrated features and benefits of luxury vehicles to high-end customers.
- Extensive product knowledge of the product and the competition.

EDUCATION

- **Florida Coastal School of Law- J.D.-** Dec. 2006
- **Saint Leo University** - College of Business Administration, Saint Leo, FL 1999-2000
Major: Business Administration Specialization: Management GPA - 3.7

Licenses

- **Active member of the Utah and Florida bar.**
- **Real Estate Agent- Voluntarily inactive in Florida and Utah.**
- **Escrow agent- Voluntarily inactive Utah**

MARK E. SWINK

E: SwinkInc@aol.com

EXECUTIVE SUMMARY

20+ years success as a versatile, dynamic MBA executive with particular strength in executive healthcare management. Special expertise in hospital administration, business development and regulatory & governmental affairs. Success building and coaching high-performing teams. Excellent written, oral and interpersonal skills. Unusually flexible and capable with can-do entrepreneurial spirit. Uniquely experienced in provider, payer, and governmental healthcare space.

CORE COMPETENCIES

- | | |
|---------------------------------------|---|
| Executive
Healthcare
Management | <ul style="list-style-type: none"> • Staffing key Board-level activities including meetings, committees, policies & procedures, etc. • Coordinating health care master facilities planning at major hospital facilities (e.g., Shands) • Managing public and governmental rules, regulations, procedures and regulatory compliance |
| Healthcare
Financial
Management | <ul style="list-style-type: none"> • Leadership managing budgeting including reporting, financial statements, disbursements, etc. • Successfully manage budgets and supervise personnel in two major healthcare cost centers • Graduate-level instructing of healthcare admin students in healthcare financial management |
| Regulatory &
Government
Affairs | <ul style="list-style-type: none"> • Licensed Healthcare Risk Manager (LHRM) by Agency for Healthcare Admin. (AHCA) • Supervised healthcare risk management services for Blue Cross/Blue Shield of Florida • Director of Regulatory & Governmental Affairs and Planning for Shands Gainesville |

PROFESSIONAL ACCOMPLISHMENTS

SWINK & ASSOCIATES - ORANGE PARK, FLORIDA

2010 - PRESENT

2007-2009

1994-2000

President

Provide vision for a highly successful national healthcare consulting firm. Special expertise in business development, network development, project management and product development. Direct all marketing, sales, client relationships and administrative functions as well as participating in consultancy. Accomplishments:

- Managed statewide healthcare risk management activities for 600K+ Blue Cross Blue Shield of Florida members.
- Successfully managed provider relations and network development services in Southeastern US to attain contracts with 170+ hospitals, 100 ancillary providers and 1,450+ physicians for a national PPO representing 3,300 providers and 35 payers, with 5M individuals under coverage.
- Contracted Regional Director for Medicaid HMO Health Plan, developing provider/network services (5 counties).
- Collaborated with BCBSA, Life Office Management Association, and American Health Insurance Plans to develop industry Academy for Healthcare Management-sponsored certification program for managed care professionals.
- Instructor/lecturer in management and finance for Master's and Bachelor's-level health services administration students at 4 universities—Universities of Florida, Phoenix and Barry & St. Leo Universities.
- Network development for a national Third Party Administrator (TPA). Attained contracts with hospitals, physicians and ancillary providers in 6 Mid-Atlantic States.

HUMANA. — JACKSONVILLE, FLORIDA

2009

Director, Provider Contracting

Responsibility for network development and network operations of Medicare line of business covering 16,500 members in 5 northeast Florida counties. Supervised all management functions in \$500K cost center. Performed overall administrative functions including supervising 5 direct reports as well as P/L management. Responsibilities:

- Managed two Management Services Organizations (MSO) relationships responsible to contracting and managing PCP and specialty networks.
- Managed physician, hospital and ancillary network contracting and operations including contract negotiations, claims administration and provider relations.

SWINK & ASSOCIATES, INC. - ORANGE PARK, FLORIDA

2007-2009

BLUE CROSS/BLUE SHIELD OF FLORIDA, INC. - JACKSONVILLE, FLORIDA

2000-2007*

First Coast Service Options, Inf. (Medicare claims administrator)

Manager, New Markets Development

Responsible for providing business development and related project management for \$160M Medicare claims administration market segment. Supervised all management functions in a \$500K cost center. Performed overall administrative functions including supervising 5 direct reports and P/L management. Accomplishments:

- Leadership role in development and project management of two Florida Medicaid DRG contracts analyzing feasibility of implementing DRG payment system for Medicaid.
- Pivotal role developing print fulfillment automation solution for BCBS Florida automating distribution of contracting materials for members (e.g., directories and membership cards). Generated over \$1M in revenue.
- Coaching and supervising SMEs and project managers reengineering \$4.0 million BCBS Florida back office contract. Leading project team reengineering back office process.

SWINK & ASSOCIATES, INC. - GAINESVILLE, FLORIDA

1994 - 2000

SHANDS HOSPITAL, UNIVERSITY OF FLORIDA - GAINESVILLE, FLORIDA

1989 -1994

Director of Planning

Director of Regulatory & Governmental Affairs

Leader of strategic planning and regulatory & governmental affairs functions for UF's 576-bed, \$320M hospital. Directed administrative functions for departments including supervising employees and managing cost center budgets. Collaborated with Board of Directors in managing a comprehensive strategic planning process (including facilities planning) Oversaw application and management of all activities related to complex regulatory and legal requirements and government affairs, including Certificate of Need (CON).

- Developed stakeholder-approved strategic plan establishing specific, measurable objectives employed to guide resource allocation & program development. Staffed Long Range Planning Committee of the Board of Directors.
- Gained regulatory approval to develop a network of six 6 home-care agencies throughout state.
- Secured regulatory permission to establish Florida's only adult/pediatric lung-transplant program.
- Coordinated master facilities planning and regulatory approvals to expand neonatal intensive-care unit (NICU) capacity from 12 to 30 beds and bone-marrow transplant capacity from 10 to 20 beds, generating \$4.5M in profit.

Professional Experience Prior to 1989:

MEDLANTIC HEALTHCARE GROUP, Washington, D.C., *Senior Associate, Associate*

UNIVERSAL HEALTH SERVICES, INC., Philadelphia, PA., *Management Analyst*

HEALTH PLANNING COUNCIL OF THE EASTERN SHORE, INC., Cambridge, MD., *Health Planner*

EDUCATION AND PROFESSIONAL LICENSURE

Master of Business Administration (MBA), Executive Program, honors (Beta Gamma Sigma)

Southern Illinois University - Edwardsville, Illinois

Bachelor of Science, Health Planning/Administration, (Dean's Lists)

Pennsylvania State University - University Park, Pennsylvania

Licensed Healthcare Risk Manager (LHRM)

Florida Agency for Health Care Administration (AHCA), License # 5500643

Licensed Health, Life & Variable Annuity Insurance Agent

Florida Department of Financial Services (DFS), License #A259354

PROFESSIONAL AFFILIATIONS

Board of Directors, United Way of Northeast Florida

TECHNICAL SKILLS

Microsoft Office Suite

Donald E. Williams



OBJECTIVE: To demonstrate qualifications as General Contractor/Business Manager

Personal:

Date/ Place of Birth: February 24,1949; Jacksonville, FL
Marital Status: Married- 40 years
Children: 3 Ages: 31,36, 39

Education:

1967 to 1971

University of Florida
Gainesville, Florida
Bachelor of Building Construction
Mu Alpha Theta Honor Society
Captain of University of Florida Football Team

Organizations:

Parkview Baptist Church
Lake City, Florida

Professional Experience:

August, 1971 to
February, 1973

Condev Corporation
Orlando, Florida
*Construction Superintendent. Negotiated subcontracts and supervised on-site
Construction of apartment and condominium projects. Project values ranged
from 1.2 to 4 million dollars.*

November, 1972

Passed State Exam and became a Florida State Certified General Contractor
CGC 04692

February, 1973 to
October, 1974

Fred Perry Construction
Lake City, Florida
Partner 50% ownership. Full range of ownership responsibilities.

October, 1974 to
Present

Donny Williams Construction
Lake City, Florida
Sole Proprietor

** See Attached Job List for more specific Professional Experience

ROBERT M WINEBERG

bwineberg@aol.com

Objective

I am seeking a position that I am able to embrace as calling in life. I spent 20 years in the military as a chaplain and the last 7.5 in hospice. I am interested in a healthcare administrator position, hospice administrator or a CEO position of a hospice. I believe that I have experiences that would make me a valued asset to any hospice or other healthcare organization. I have been the hospice administrator of a satellite office for the last 6.5 years. I have been part of building 2 inpatient stand alone care centers and opening them. I was able to grow both satellites that I managed by 30%.

Abilities

- Responsible for the management of a 10.5 million dollar budget.
- Ensuring supply levels were maintained.
- Managed a staff of 73.
- Ensured the clinical care of 125 patients at home and in the inpatient care center.
- Responsible for a geographical area that covered 6 counties.
- Developed marketing strategies to grow census.
- Involved in the construction and the opening of 2 hospice stand alone care centers.
- Ensured the toe compliance to federal conditions of participation.
- Reviewing and analyzing quality audits to determine patterns to develop corrective action plans.
- Interviewing and hiring staff.
- Holding staff accountable and carrying out disciplinary actions.
- Good computer skills and the window based software.
- Conducting annual evaluation of staff.

Employment History**Administrator**

02/2002 - 10/2009 Haven Hospice

Lake City, FL

I have over 6 years in healthcare administration. I was responsible for a hospice home team of 125 patients and in addition to a 16 bed stand alone inpatient care center. The position included being visible in a 6 county area to promote hospice and develop positive community relations. Managed a team of 72 staff members which included a doctor, ARNP, RNs, Home Care Aides, and support staff. Responsible for a 10.5 million dollar budget. I was the administrator involved in the construction and opening of 2 inpatient care centers. My years as a Hospice Administrator has enabled me to develop skills in budgeting, accounts payable, accounts receiving, quality assurance, recruiting, hiring, auditing, management, public relations, and the use of several computer systems.

Chaplain

10/2001 - 02/2002 Mayo Clinic

Scottsdale, AZ

Provided pastoral care to patients and families of those admitted to the hospital. Was the person assigned to request organ donations. Provided grief support to staff, patient, and families.

Chaplain

03/1982 - 09/2001 US Air Force

Luke AFB, AZ

I have over 30 years of ministry experience. From a small rural church to being the Senior pastor one of the largest Air Forces' protestant programs. I have served as a chaplain in the hospital setting covering units like Neo-Natal intensive care, pediatric intensive care, med/surgery, adult intensive care, and end of life care. I worked the morgue in New York City in weeks after 9/11. I have been a chaplain assigned to work with those displaced because of flooding in Grand Forks ND. While working as a hospice administrator I served as a deacon at 2 different churches, I even served as chairman. I have served as a minister of youth, minister of education and the pastor for women's ministry. I have been involved in mission trips in Europe and the United States.

Education History

Completion Date	issuing Institution	Qualification	Course of Study
05/1980	Midwestern Bapt Theological Seminary	Masters Degree	Pastoral Care
05/1977	Appalachian State University	Bachelors Degree	Philosophy & Religion
05/1975	Wilkes Community College	Associates Degree	College Transfer

Certifications

Certification Title	Issuing Organization	Completion Date	Expiration Date
Certified Advanced Hospice Administrator	The Corridor Group, Inc	10/2008	10/2012
Meyers-Briggs Type Indicator Qualifying	Type Resources	08/1997	

Resolve
Through
Sharing
Coordinator
Cert

Gundersen/Lutheran
MedicalCenter

11/1989

Honors

Department of Defense Meritorious Service Medal
Air Force Meritorious Service Medal
Joint Service Commendation Medal
Air Force Commendation Medal
Air Force Achievement Medal
Humanitarian Service Medal
Air Mobility Command Chaplain of the Year for 1

References

Jim Poole, Executive Director
Columbia County IDA/EDO
164 NW Madison Street, Suite 103
Lake City, FL 32055
386-758-1033
Business reference known for 4 year(s).

Rodney Baker, Sr Pastor
Hopeful Baptist Church
289 SE Hopeful Drive
Lake City, FL 32025
386-752-4135
Personal reference known for 3 year(s).

Gail Cormier, Clinical Manager
HPH Hospice
5950 NW 81st Ave
Chiefland, FL 32626
609-364-0532
Business reference known for 6 year(s).