Summary

Motivated. Determined. Coachable. Willing. Healthcare executive, with demonstrated ability to manage multiple projects, priorities and initiatives inside and outside the organizations.

Certification and Training

**Model Manager Program**, Multi –View Inc., Falls Church, VA, 2014

Provides focus on the specific skills needed to be effective as a leader

**West Des Moines Leadership Academy**, West Des Moines, 2013 – 2014

Intensive development program to give emerging leaders skills, knowledge and support

Education

Master of Public Health, December, Des Moines University 2011

Master of Healthcare Administration, Des Moines University 2011

Bachelor of Science in Health and Kinesiology, Iowa State University 2009

Skill Highlights

* Operations and process improvement
* Leadership development
* Communication and collaboration
* Balancing multiple projects & deadlines

Professional Experience

 **Chief Operating Officer,** A Great Love Company May 2015 – Present

* Oversee operations of 3 subsidiary companies: Marian Homecare, Spirit Home Healthcare, and Marian Homes
* Support and lead 6 managers and indirectly support several others
* Participate and help guide acquisitions and mergers
* Earn Elder Group Home certification with State of Iowa for Marian Homes locations
* Collaborate with other organizational leaders to increase market expansion, improve processes, reduce turnover and improve relationships internally and externally

**Chief of Staff**, Saint Jude Healthcare May 2014-May 2015

* As a member of Sr. Executive Team, develop and implement process improvement, change initiatives and programs in order to improve organizational success
* Assist and develop orientations, leadership development events, meetings and retreats aimed at developing internal leaders and improving performance
* Facilitate new office start-up operations and processes for acquiring new service areas and licensure with State Agencies and CMS
* Create and facilitate PR material development to increase market expansion
* Assist with major acquisition and sales
* Communicate daily with branch managers and leaders from 14 offices to support business goals, team collaboration, performance and operations and problem solving

**Executive Assistant** to the CEO, Saint Jude Healthcare Aug. 2012 – May 2014

* Facilitate communication between CEO, internally and externally
* Assist CEO and Executive team with documents and reports as needed
* Manage contracts, IT process and Verizon business account
* Administrative tasks and scheduling as needed

**Executive Assistant and Administrative Intern,** Scottish Rite Park March 2011 – Aug 2012

* Departmental rotating internship and capstone for completion of MHA (administration, marketing, finance, dietary, culinary, social services, wellness, housekeeping and maintenance)
* Collaborate with and assist department heads on projects for residents as needed to improve and maintain resident health through wellness, social support, and integrated services
* Assist with administration and customer service tasks as needed at Front Desk.

**Home Mortgage Consultant,** Wells Fargo Mortgage April 2010 – March 2011

* Sell refinance and new mortgage loans
* Educate customers on the loan process and build relationships through new loans
* Maintain positive image for Wells Fargo Company
* Communicate effectively with underwriters, processors, documentation specialists, and customers throughout the loan process

Additional Volunteer and Leadership Activities

Leukemia and Lymphoma Society, Team in Training participant May 2010 – present

Global Brigades – Honduras Medical Service Trip March 2012

International Medical Relief – Nicaragua Medical Service Trip March 2011

IA Society for Public Health Education, Board Representative 2012 year

IA Rural Health Association, Education Planning Committee Member 2012 year

IA Public Health Association, Member 2011 – present