

JACK JEFFERSON
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An experienced healthcare manager with a strong background in operations, training and project administration for inpatient and outpatient respiratory services.

- Recovered \$750,000 in net revenues annually through the implementation of an oxygen use tracking system.
- Converted a manual respiratory aerosol treatment to a metered dose inhaler and improved staff productivity by 50% while maintaining the same clinical outcome level.
- Collaborated with nursing units and reduced respiratory care procedure costs for cardiac services by 30% in support of managed care contracting.

A goal-oriented leader with outstanding problem resolution and follow-through skills who demonstrates a customer service approach to business.

SIGNIFICANT ACCOMPLISHMENTS

- Reduced patient dependency on ventilators through the introduction of new technology that shortened critical care length-of-stay.
- Negotiated an oxygen supplier contract that included a facility upgrade and reduced gas cylinder pricing, saving \$40,000 per year.
- Served as program committee chairperson for a management group chapter with 130 members.
- Initiated 24-hour respiratory care coverage at a skilled nursing facility and decreased admissions to an acute-care hospital.
- Restructured staffing through improved assignment planning. Saved \$16,000 annually.
- Developed a protocol for pressure testing bronchoscopes and saved \$4,500 per year in equipment repair costs.
- Developed instruction materials that were distributed to ambulatory patients and improved diagnostic procedure preparation.
- Served as a member of an AIDS Taskforce, which reviewed current trends and treatment modalities.

EXPERIENCE

Stone Medical Center, Los Angeles, California

2004-2009

Cardiopulmonary Specialist

- Consulted with the Operations Manager and medical staff to develop new protocol for diagnostic pulmonary testing of laser lung surgery candidates.
- Evaluated and selected new monitoring and testing equipment to be used pre- and post-operatively on all laser lung surgery patients.
- Trained selected respiratory staff members on the proper use of equipment and testing protocol.
- Inserviced medical/surgical and critical care nursing staff on the purpose and proper use of post-surgical respiratory equipment and monitoring protocol.
- Customized computer-generated pulmonary function reports specific to staff pulmonologists' recommendations.

JACK JEFFERSON

Page Two

Culver Hospital, Culver City, California

1994-2003

Manager, Pulmonary Services (1997-2003)

Assistant Manager, Pulmonary Services (1995-1997)

Directed a pulmonary services department with 60 staff and managed a \$2 million budget for a 260-bed acute-care facility.

- Redesigned a documentation system that converted a narrative format to a standardized checklist.
- Revised employee performance reviews through the development of objective standards.
- Wrote job descriptions, performance reviews, policies and procedures.
- Computerized blood gas analysis and reduced manual calculations by 80%.
- Managed the administration of EKGs during weekends and after hours.
- Recruited, hired and trained clinical and support staff.

Supervisor, Pulmonary Lab (1994-1995)

Initiated a state-of-the-art laboratory that provided diagnostic pulmonary function testing, including blood gas analysis, exercise stress testing and altitude simulation studies.

Smith College, Van Nuys, California

1990-1993

Clinical Instructor

Served as a preceptor and provided training for up to six students per semester in a 36-hour clinical rotation.

- Designed the training curriculum in pulmonary diagnostic testing for respiratory care practitioner students for a community college program.
- Taught diagnostic procedures, equipment usage, test interpretation and treatment techniques for advanced students.

California Lung Association, Los Angeles, California

1989-1990

Freedom from Smoking Facilitator

Taught five-week community education programs on smoking cessation.

EDUCATION

Santa Monica College, Santa Monica, California

Associate of Science, Biomedical Technology

CREDENTIALS

Licensed Respiratory Care Practitioner
Registered Cardiopulmonary Technologist
Certified Cardiopulmonary Technician

PROFESSIONAL AFFILIATIONS

American Association of Respiratory Care
American Lung Association
National Management Association
Toastmasters International, Educational Vice President
ADHYTB Federal Credit Union, Board of Directors