



Melissa Jennings

Health Care Manager

City, ST
email@example.com
(123) 456-7890

Health care manager with expertise in patient care and operational efficiency

Experienced health care leader with 11+ years of experience in medical facility operations, patient care programs, and compliance. Adept at improving efficiency and enhancing health care services.

PROFESSIONAL EXPERIENCE

Healthcare Manager

Sunrise Medical Center | Nashville, TN | April 2018 - Present

- Increased patient satisfaction scores by 30% by implementing new care protocols
- Reduced operational costs by 18% through better resource allocation and process improvements
- Managed compliance with health care regulations, achieving a 100% audit success rate

Clinical Operations Supervisor

Hopewell Health System | Nashville, TN | July 2013 - April 2018

- Supervised a team of 40+ health care professionals, enhancing efficiency and service quality
- Led implementation of electronic health records (EHR), reducing paperwork by 35%
- Developed patient care initiatives that improved overall treatment adherence

EDUCATION

Master of Health Administration (MHA)

Vanderbilt University | 2013

KEY SKILLS



Health care administration



Patient care coordination



Budget and cost control



Regulatory compliance



Team leadership and development