
Associate Executive Director Resume

Job Objective

To secure an Associate Executive Director position for your firm to better both my own experiences as well as the reputation of the organization through my experience.

Highlights of Qualifications:

- Familiarity with Risk, Regulatory, Quality Management and Patient Relations
 - Ability to illustrate ideas for implementation
 - Proven record of achieving revenue targets
 - Proven management and leadership capabilities
 - Deep knowledge of all components of a diversified funding base
 - Strong event planning skills
 - Excellent organization and time management skills
 - Ability to think strategically and understanding of strategic development
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Professional Experience:

Associate Executive Director
H. Hunter and Associates, Buffalo, NY
August 2005 – Present

- Oversaw the preparation of proxy tables.
- Managed administration of executive compensation programs.
- Managed compensation administrator relationships.
- Monitored changes to regulatory provisions.
- Monitored competitor practices.
- Collected up-to-date market intelligence on executive compensation related issues.

Associate Executive Director
Sports and Fitness Employer, Buffalo, NY
May 2000 – July 2005

- Collaborated with Internal Audits to provide contract monitoring info.
 - Acted as liaison with all regulatory agencies.
 - Consulted with staff regarding risk management and legal representation, policy development.
 - Prepared physician profiling reports.
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Education:

Bachelor's Degree in Business
Cardinal Stritch University, Milwaukee, WI
Master's Degree in Business Administration
Walla Walla University, College Place, WA

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