
CLINICAL DIRECTOR RESUME

Summary:

A well-trained medical practitioner who has vast experience in medical operations; has excellent interpersonal skills which is advantageous in his managerial work; exceptional organizational skills to smoothly run the hospital facility; excellent in conducting research and analysis to develop new and innovative programs geared for the improvement of health care facilities, processes and admission procedures to better serve the public.

Professional Experience:

Clinical Director May 2007- Present
Cardinal Medical Clinic, Charleston, South Carolina

Responsibilities:

Administered clinic operations, including operational budget management, competitive pricing for services, and recruitment of medical staff.
Ensured that the facility's objectives are met throughout the department.
Evaluated work activities of medical staff and personnel to maintain high level of standards in terms of services.
Coordinated board meetings to members, medical staff, and department heads.
Implemented rules and regulations throughout the facility and maintained quality of service.
Developed practice programs and kept abreast of updates and advanced developments in medicine.
Upgraded diagnostic and treatment equipment annually so the facility is always up-to-date and in its best functional form.
Associate Clinical Director January 2003- May 2007
Cardinal Medical Clinic, Charleston, South Carolina

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Education:

Internship in Internal Medicine
NY University Hospital, 2000
Bachelor of Science in Biology Major in Cell Biology
University of Arizona, 1996

Skills/Certifications:

- Thorough knowledge of level of care criteria and care management protocols
- Knowledge of current clinical trends, insurance plans, budgeting and contract deliverables
- Strong organizational, managerial and leadership skills
- Proficiency in computer-related programs and applications, bookkeeping and documentation skills
- Excellent writing and oral communication
- Effective presentation skills
- Management, leadership and organizational skills

Associations/Organizations:

American Association of Clinical Directors, Treasurer
Clinical Director Heart Association, Member

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