
SAMPLE EXECUTIVE HEALTHCARE RESUME

RICHARD J. OVERACHIEVER, FACHE

1598 Madison Drive
Lakeside, Florida 38138
Business: (305) 555-9999
Residence: (305) 291-3166
Cell: (305) 698-7789
Email: RJO@aol.com

EDUCATION

- 1987 MHA - Hospital Administration, The George Washington University, Washington, D.C.
- 1983 BS - Business Administration, Clemson University, Clemson, South Carolina (Cum Laude)

EXPERIENCE

6/96 to Present **METHODIST HEALTH MANAGEMENT, INC.**, Ocala, Florida
(A non-profit multi-hospital system with revenues of \$2 billion and 20 facilities in six states with 3,500 licensed beds)

Regional Vice President of Operations (1/2000 to Present)

Responsibilities: Management of 11 hospitals in three states with licensed complement of 1,700 beds. Serve on the Board of Directors of four facilities; report to the System COO. Direct reports included all hospital administrators, Regional Director of Marketing and Regional CFO. Net revenue of approximately \$1 billion.

Accomplishments:

- Converted six hospitals from county ownership to Methodist Health Management ownership within a 12-month period.
- Established a purchasing program for the entire system, which resulted in \$20M in first-year savings.
- Developed system-wide insurance programs for self-funding health insurance and life insurance.
- Reduced accounts receivable in all hospitals; implemented improved credit and collection policies and improved cash flow projections resulting in \$100M cash flow improvement in 12 months.
- Developed the management engineering function at the corporate level in preparation for staffing reductions.
- Processed six successful CONs, which added four MRI units and two digital subtraction angiography units for all hospitals.

RICHARD J. OVERACHIEVER, FACHE

NORTHSIDE MEMORIAL HOSPITAL, Northside, Florida (365 beds)

Executive Director (6/96 to 1/2000)

Responsibilities: Administrative management of the facility; supervise six Vice Presidents and report to the Regional Vice President of Operations of the Northern Division.

Accomplishments:

- Developed financial, personnel and first capital equipment budgets.
- Improved financial results from operating loss in FY 1995 to four years of successive improvements in operating margin. In FY 1999, the margin exceeded 5.5 percent.
- Processed five successful CONs. Prepared CON, including coordination of the financial feasibility for a \$137M replacement facility; worked with architects on development of program plan and block drawings.
- Developed and participated in Physician Recruitment Program that added 53 physicians to a medical staff of 190.
- Added a data communication system, which decreased costs by six percent.

9/92
to 6/96

ST. ANTHONY'S HOSPITAL, Beaumont, Louisiana (a 350-bed Catholic Hospital, member of the Daughters of Charity of St. Joseph and the Weeping Mother)

Chief Operating Officer

Responsibilities: Administrative management of 18 departments and 600 FTEs; reported to the Chief Executive Officer; managed the day-to-day operations of the hospital and maintained physician relationships.

Accomplishments:

- Established a Department of Management Engineering that reported cost savings of \$600,000 its first year.
- Led planning and construction of a \$5.2M expansion of the Department of Nuclear Medicine.
- Participated in successful campaign against Teamsters Union effort to organize employees in service and maintenance.
- Led planning, construction and purchasing of one of the first full-body CT scanners installed in the state.

6/88
to 9/92

MEDICAL CENTER OF FORT WORTH, Fort Worth, Texas
350-bed for-profit facility managed by Hospital Facilities Management, with planning and expansion resulting in 500 beds)

Associate Administrator (6/90 to 9/92)

Responsibilities: Administrative management of 12 departments with 300 FTEs, as well as the utilization review function and malpractice litigation; reported to the Chief Operating Officer.

RICHARD J. OVERACHIEVER, FACHE

MEDICAL CENTER OF FORT WORTH (*continued*)

Accomplishments:

- Reorganized Outpatient Services to include establishment of a billing system.
- Wrote Utilization Review Plan and Disaster Plan.
- Developed MBO Project with Department of Housekeeping.
- Developed program for computerization of all purchasing functions.
- Participated in the development of a long-range plan and the development of a \$27M expansion.

Assistant Administrator (6/88 to 6/90)

Responsibilities: Management of ancillary services and Chairman of several committees.

1987
to 1988

MEMORIAL HOSPITAL, Washington, D.C. (500-bed public hospital)

Administrative Resident

PROFESSIONAL AFFILIATIONS

American College of Healthcare Executives, Fellow since 1999; Regent for Florida, 2004
Florida Hospital Association, Chairman (1998-1999)

PERSONAL

Married, two children, ages 16 and 20

COMMUNITY INVOLVEMENT

United Way, 1990 - Present; Chairman, 1999
Rotary International, 1988 - Present; President, 1998

OUTSIDE INTERESTS

Tennis, golf and snow skiing

REFERENCES

Furnished upon request