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| William Jed Burge | jedburge@outlook.com • (903)249-7958[LinkedIn](https://www.linkedin.com/in/william-burge-31668a212/) • Kalispell, MT, 59901, US |

***Results-driven professional with a strong background in labor cost expertise and operational efficiencies. Skilled in data analysis and providing content expertise for the successful implementation of workforce productivity tools and technologies. Committed to driving exceptional outcomes, improving productivity, and delivering results within budget.***

Areas of Expertise

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| * Documentation & Reporting
* Strategic Planning
* Process/Procedure Optimization
 | * Labor/Workforce Analytics
* Stakeholder Engagements
* Team Leadership & Development
 | * Conflict Resolution
* Cross-Functional Collaboration
* Data Interpretation
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Career Experience

Logan Health, Kalispell, MT 2022-Present

Clinical Manager- Heart and Lung Clinic

Provide operational leadership for the cardiology clinic and maintain a professional demeanor focused on innovation, teamwork, and customer service. Oversee clinical staff and patient care, including staffing, orientation, education, compliance, and quality assurance. Conduct performance evaluations and ensure adherence to nursing practices and regulations.

* Foster collaboration, mentorship, and proactive risk management to drive operational and clinical improvement. Support customer service guidelines and develop patient and family relations.
* Partner with HR on employee relations, performance management, and training. Monitor productivity, assist with budgeting, and participate in safety and quality improvement initiatives.

ProLink Healthcare Staffing 2020 – 2022

Travel Nurse

Acted as a contract nurse delivering critical medical and general care for patients post cardiac surgery and those using mechanical circulatory support devices. Conducted comprehensive documentation, evaluated patient conditions, and effectively communicated with physicians.

* Developed positive and proactive employee peer relations, fostering collaboration and teamwork.
* Recorded and preserved patients’ documentation across various electronic health record systems.
* Identified project issues and recommended viable solutions to improve operational efficiencies.

Northeast Methodist Hospital, San Antonio, TX 2018 – 2020

Night Shift Unit Supervisor - Intensive Care Unit

Coordinated the operations of the unit during the night shift, promoting cross-functional collaboration among care team members and ensuring transparent communications. Proactively assessed and resolved emerging conflicts to maintain a harmonious work environment. Delegated care assignments in a complex mixed skills unit and provided feedback to the team in performance evaluations and job-related issues. Conducted audits of documentation for restraints, central lines, and urinary catheters to identify discrepancies.

* Empowered nurses by mentoring and coaching to accomplish various key routine tasks and goals.
* Conceptualized robust ICARE values while driving optimal care experience for patients.

Christus Mother Frances, Sulphur Springs, TX 2016 – 2018

ICU Staff Nurse

Collaborated with members of interdisciplinary team aiming to provide high-quality care for patients within ICU, ED, and trauma. Performed as relief charge nurse.

Daisy Farms Dairy- Paris, TX 2012 – 2016

Department Head of Processing

Led a team of 16 employees in developing and implementing procedures/protocols for sterilization of pasteurization equipment, resulting in improved efficiency and compliance. Contributed in establishment of newly developed department in plant.

* Reported detailed metrics of daily data analytics to plant executives, enabling data-driven decision-making and optimizing processes.

Education

Masters of Business Administration; Healthcare Management

 Western Governors University; 2023

Strategic Healthcare Leadership Certificate

 Cornell University; 2022

Masters of Science in Nursing Leadership & Management

Western Governors University; 2022

Bachelors of Science in Nursing

Western Governors University; 2019

Associate’s Degree in Nursing

Northeast Texas Community College; 2016

Awards & Honors

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| * Certified Critical Care Registered Nurse
* Certified Cardiac Surgery Certification
* National Society of Leadership & Success Member
 | * Lean Healthcare Certification
* Phi Theta Kappa Honor Society Member
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