

Jared Hill

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504 Windsor Creek Parkway Apt A, Goldsboro, NC 27534

PROFESSIONAL SUMMARY

Efficient college graduate with a Master of Business Administration (M.B.A.) with 10+ years of work experience. Aiming to leverage academic experience and a proven knowledge of ambulatory care to successfully fill the Healthcare Administration role at your company. Frequently praised as diligent by my peers, I can be relied upon to help your company achieve its goals

SKILLS

- Employee performance
- Resource utilization
- Regulatory compliance
- Task prioritization
- Google Drive
- Workflow efficiency
- Schedule coordination
- Staff scheduling
- Written communication
- Time management
- Policy implementation
- Continuous improvement
- Personnel recruitment
- Microsoft Word
- Customer relations

EXPERIENCE

Practice Manager II

UNC Physicians Network – Pikeville/Rosewood, NC | November 2020 - Current

- Managed employee workflow and performance, including task delegation and training.
- Mitigated risk by monitoring and enforcing compliance with OSHA and HIPAA requirements.
- Enhanced operations through careful review and improvement of practice policies and operating procedures.
- Managed daily operations at physician offices and clinic sites and coordinated work activities.
- Directed and conducted recruitment, hiring, and training of personnel.
- Achieved program goals by effectively motivating and supervising medical, technical and clerical staff.
- Coordinated effective interdepartmental collaboration through open communication between medical staff.

Practice Manager I

UNC Physicians Network – Pikeville, NC | November 2019 - December 2020

- Ensure office is adequately staffed for optimal performance
Interview, hire, and train staff in accordance with HR guidelines
- Regularly review productivity and make staffing adjustments as needed
- Monitor and approve timecards and track licensure

requirements for staff

- Conduct regular staff meetings and annual performance evaluations for regional administrative team
- Review monthly accounts receivable and plan annual budget for practices

Assistant Business Office Manager

Signature Healthcare – Kinston, NC | April 2018 - August 2019

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Managing Medicaid and Medicare accounts
- Manage accounts payable and accounts receivable
- Manage resident funds and accounts

Healthcare Specialist/Combat Medic

US Army – Ft Drum, NY | August 2010 - May 2015

- .Oversee training and deployment readiness of hundreds of soldiers
- Maintain equipment and coordinate between companies for replenishment and field readiness
- Conduct training for new incoming medical personnel to assure the highest level of readiness for missions
- Oversee daily physical and mental well being of all soldiers and leadership

Parts Associate/Driver

LKQ Corporation – La Grange, NC | July 2015 - April 2018

- Deliver parts in a timely and safe manner
- Negotiate prices with customers and maintain a good general rapport
- Maintain equipment and coordinate with department heads to fix mechanical issues

EDUCATION

Master of Business Administration (M.B.A)

UNIVERSITY OF MOUNT OLIVE | Mt Olive, NC | May 2019

Bachelor of Science (B.S)

UNIVERSITY OF MOUNT OLIVE | Mt Olive, NC | December 2018

REFERENCES

References available upon request, REFERENCES