

## SAMPLE EXECUTIVE HEALTHCARE RESUME

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### RICHARD J. OVERACHIEVER, FACHE

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### EDUCATION

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

### EXPERIENCE

6/1996 **METHODIST HEALTH MANAGEMENT, INC.**, Ocala, Florida  
to Present (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 Chief Operating Officer.

#### **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 \$20 million 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 present credit and collection policies and improved cash flow projections, resulting in \$100 million cash flow improvements in 12 months.
- Developed the management engineering function at the corporate level in preparation for staffing reductions.
- Processed six successful CONs and added four CT scanners and two digital subtraction angiography units for all hospitals.

## RICHARD J. OVERACHIEVER, FACHE

**NORTHSIDE MEMORIAL HOSPITAL**, Northside, Virginia  
(A 365-bed hospital)

Executive Director (6/1996 to 1/2000)

**Responsibilities:** Administrative management of the facility; supervised six vice presidents and reported to the Regional Vice President of Operations of the Northern Division.

**Accomplishments:**

Developed first financial, personnel, and 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 CONs, including coordination of the financial feasibility for a \$137 million replacement facility; worked with architects on the development of program plan and block drawings.
- Developed and participated in a physician recruitment program that added 53 physicians to a medical staff of 190.
- Added a data communications system, which decreased costs by 6 percent.

9/1992  
to 6/1996

**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 the Department of Management Engineering that reported cost savings of \$600,000 its first year.
- Led planning and construction of a \$5.2 million expansion of the Department of Nuclear Medicine.
- Participated in successful campaign against the 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.

## RICHARD J. OVERACHIEVER, FACHE

6/1988 **MEDICAL CENTER OF FORT WORTH**, Fort Worth, Texas  
to 9/1992 (A 350-bed for-profit facility managed by Hospital Facilities Management, with planning and expansion resulting in 500 beds)

Associate Administrator (6/1990 to 9/1992)

**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.

### **Accomplishments:**

- Reorganized Outpatient Services to include establishment of a billing system.
- Wrote the Utilization Review Plan and Disaster Plan.
- Developed MBO Project with the 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 \$27 million expansion.

Assistant Administrator (6/88 to 7/90)

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

1987 to **MEMORIAL HOSPITAL**, Washington, D.C.  
1988 (A 500-bed public hospital)

Administrative Resident

### **PROFESSIONAL AFFILIATIONS**

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

### **PERSONAL**

Married, two children, ages 16 and 20

### **COMMUNITY INVOLVEMENT**

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

### **OUTSIDE INTERESTS**

Tennis, golf, and snow skiing

### **REFERENCES**

Available upon request.