

Edwardo Ramirez

111 SW 81 Street ♦ Pullman, Washington
edramirez@xyz.com

999-999-9999 ♦ 000-000-0000

Executive Summary: Accomplished financial executive with over 14 years' experience. Progressively responsible and diversified experience in accounting, budgeting, and strategic planning. Valuable combination of financial acumen integrated with highly developed interpersonal skills. Exceptional overall business perspective, demonstrated ability to exceed goals, and a proven history of providing valuable financial advice. Solid project management skills with effective combination of directing multiple priorities and generating innovative strategies to meet and exceed performance objectives.

Key role in streamlining efficiency: astute at recognizing areas needing improvement, with the vision to develop and implement necessary changes. Known for team-based management style, value-based leadership skills, and vision-based organizational design. Articulate communicator at all organizational levels. Demonstrates ability to exceed goals through relationship building and team leadership. Skilled supervisor, trainer, leader, and motivator. Proficient in Microsoft Office, Lotus Notes, and healthcare platforms Meditech and HBOC.

- Area of Expertise:*
- ♦ Contract Negotiations
 - ♦ Project Management
 - ♦ Annual Financial Audits
 - ♦ Payroll Administration
 - ♦ Insurance Coverage Evaluation
 - ♦ Medicare/Medicaid Systems
 - ♦ Collective Bargaining Agreements
 - ♦ Federal Guideline Compliance
 - ♦ Financial Institution Communications
 - ♦ General Ledger Administration
 - ♦ Multi-Million-Dollar Financial Planning
 - ♦ Employee Compensation Plans
 - ♦ Capital/Operating Budget Development
 - ♦ Statistical Information Accumulation

Experience: *St. Justine Memorial Hospital* *Tacoma, Washington*
Treasurer/Controller/Chief Financial Officer 2006 to Present

- ◇ Orchestrate and administer all facets of financial agendas, including budget/forecast development, cost report preparation, financial audits, and tax preparation; liaise with department staff, physicians, and board members to accumulate financial data used to identify trends and perform historical analysis.
- ◇ Participate in third-party payroll contract negotiations and internal audits to ensure proper service according to negotiated parameters.
- ◇ Ultimately responsible for profit and loss administration, progressive departmental efficiency, adequate insurance coverage on hospital assets, and overall fiscal stability.
- ◇ Embrace GAAP rules and progressive educational course attendance to ensure required accounting consistency.
- ◇ Steered hospital to favorable financial status, opening door for funding of \$20 million replacement hospital by aggressively maintaining low debt service ratio, promoting and passing \$8.2 million community tax bond, and assisting in the planning phase to secure \$4 million hospital foundation contribution; balance realized through cash reserves, hospital debt funding, and private partnerships.
- ◇ Intensively maintained comprehensive log of Medicare claims resulting in receipt of \$200,000 underpayment from Financial Intermediary; original request was made from Intermediary to seek a refund but did not get approval and was reversed by internal accounting records.
- ◇ Successfully developed Employee Incentive Plan to promote performance improvements hospital-
- ◇ wide. Plan entailed reformatting organization pay structure from budget-based to goal-based which
- ◇ proved positive, thus was approved for second year implementation.
- ◇ Participated in collective bargaining agreements discussions with WSNA (Nursing Union) and SEIU (LPN Union).
- ◇ Clearly visible in evaluation and selection of information system resulting in 1997 platform movement to Meditech; motion involved shared arrangement realizing approximately \$1 million in capital costs with ongoing cost savings in the hundreds of thousands.
- ◇ Implemented rolling CD portfolio to provide maximized rate of return despite limited investment avenues.
- ◇ Heavily involved in Healthcare Financial Management Associations (HFMA) Annual National Institute; received 34 hours of CPE training, including Creating a Planning Culture,

Integrating Financials & Strategic Goals, Bottom Line Impact, HIPAA Privacy, Rural Hospital Regulatory Issues, Proven Cost Management, and How to Hire the Right Person, etc.

- ◇ Consistently maintains progressive knowledge of changes in healthcare financing and disperses information appropriately; currently training with GE Medical Solutions on Six Sigma and Change Acceleration Process & Work-Out™ processes involving intense six-month training on statistical analysis. Previously completed six-month training regimen on investment and financial management with Money® intended to help with personal finances and financial management/training for others.
- ◇ Established formidable relations with bank and County Treasurer officials to secure line of credit with no service fees or annual fees proving beneficial in securing short-term cash needs.
- ◇ Shared service with Director of Quality Services as Corporate Compliance Officer (CCO) to implement a corporate compliance plan and training schedule to new employees; participated in development of legal and ethical issue clarifications.
- ◇ Progressive determination to implement functional changes in accounting procedure has moved accounts receivable days (gross) from a high in 1997 of 104 days to a low of 49 days.

St Justine Memorial Hospital *Tacoma, Washington*
 Director of Financial Services & Accounts 2004 to 2007

- ◇ Charged with full accountability for directing all aspects of account receivables, admissions, and comprehensive oversight of fiscal services.
- ◇ Established department goals, objectives, and priorities, with direct involvement in various projects; monitored project progress and results while defining staff and resource limitations.
- ◇ Participated in committees or task forces as requested or required. Responsible for associate hiring, scheduling, and support providing insight relative to billing, cashiering, admitting, and customer service issues; acted as substitute during employee absences.
- ◇ Communicated appropriately with patients, coworkers, physician offices, and members of ancillary departments to perform essential job functions.
- ◇ Presided over meetings with management and line staff to facilitate consistency of personnel policies; utilized staff

