

# John Doe

Tools for Transition sample resume

City / State / Zip • Phone • LinkedIn • johndoe@gmail.com

## DIRECTOR of SUPPLY CHAIN MANAGEMENT

~ *Special Expertise in Healthcare, Including Managing Severe Disruptions Caused by COVID* ~

Accomplished materials management executive who drives strategic initiatives which cut costs, improve efficiencies, and enhance hospital staff and client services. Proposes and gains management buy-in for pragmatic and innovative solutions to address supply chain issues.

Combines extensive technical knowledge of all facets of materials management with experience in project management and program development. Optimizes supply and distribution vendor relationships. Drives operational efficiency through appropriate deployment of personnel and budget resources. Credible manager who builds effective teams, and mentors and energizes staff to reach individual career goals and corporate objectives.

### Key Career Accomplishments – Confidential Healthcare System

- Documented supply chain savings of \$1.4M in fiscal year 2015.
- Founding member of a group of nine regional participating hospitals dedicated to achieving higher supply chain savings through an Integrated Delivery Network (IDN). Members are achieving over \$1M savings annually.
- Established offsite warehouse to allow for more space for patient care facilities in main hospital. It holds medical surgical inventory, linen distribution, and x-ray storage, resulting in a \$350K savings instead of using offsite vendor.
- Cross-trained staff on several functions throughout main campus, without addition of FTE's. Combined several jobs including supply, storage and distribution, linen distribution, pharmaceutical deliveries, and lab specimen pickup.
- Took over role of Operating Room Materials Management, which resulted in a one-time inventory savings of \$750K.
- Implemented appropriate par levels, and began stocking all supplies and linens in the operating rooms with trained handlers. This allowed clinicians more time for patient care at a reduced cost.
- Key member of teams which handled several project renovations.
- Developed and maintained strict inventory controls of all critical hospital supply items, including those impacted by serious COVID-related issues.

### Areas of Expertise

Budget Forecasting / Planning

Contract Negotiations

Cost / Benefit Analysis

Expense Control

Inventory / Materials Management

Medical Inventory

Medical Record Storage

Offsite Distribution Center

Peri-Operative Services

Operational Efficiencies

Purchasing / Vendor Relations

Regulatory / Legal Compliance

COVID Response

Staff Training / Coaching

Micro-Warehousing

Professional Background

CONFIDENTIAL HEALTHCARE SYSTEM, City/State/Zip

2000 – Present

DIRECTOR of SUPPLY CHAIN and MATERIALS MANAGEMENT

Directs Purchasing, Sterile Processing, Off-Site Warehouse (Materials Distribution Center), Courier Services, Medical Records, Stat Stores (Micro-Warehouse), X-Ray Storage and Retrieval, Mailroom, Print Shop, Linen Distribution, Peri-Operative Services, and Materials Management.

Executive Leadership

- Hospital Value Analysis Committee, *Chairman*
- Hospital Supply Chain Savings Committee, *Chairman*
- *Confidential* County Bioterrorism Emergency Committee, *Member*
- United Way, Annual Gift Campaign, *Chairman*
- Peri-Operative Value Analysis Committee, *Member*
- Vacancy Review Committee, *Member*
- COVID Response Committee, *Member*

Previous Experience

**Confidential Hospital:** Director of Materials Management

**Confidential Hospital:** Central Service Manager; Assistant Director of Materials Management

**Confidential Hospital:** Central Service Technician; Central Supply Supervisor

Affiliations

*Confidential State* Association Materials Management for Healthcare, *Member*

*Confidential* Association for Healthcare Resource and Materials Management, *Member*

