

# Jacquelyn Iudiciani-Bibb MHA

## Healthcare Administration Professional



### RELEVANT WORK EXPERIENCE

#### **Meridian HealthCare, Youngstown, Ohio** *Primary Care & Occupational Medicine Manager*

February 2015 – March 2017

- Day-to-day operations (front and back office)
- Supervision and scheduling of 17-21 employees
- Inventory and medical supply maintenance
- Hiring of staff
- Quality improvement/Meaningful Use
- Work with providers to increase effectiveness and quality of patient care
- Laboratory vendor administration (Quest, Redwood, Medtox, Omega)
- Monthly volume and quality improvement reports
- Other duties as directed by Chief Medical Officer

#### **Meridian HealthCare, Youngstown, Ohio** *Customer Care Coordinator*

May 2014 - February 2015

- Client account management
- Business Development
- Marketing

#### **Medifast Weight Control Centers, San Diego, California** *Assistant Sales Manager/Operations Compliance Coordinator*

January 2011 - January 2014

- Overseeing of daily office operations
- Supervising and assisting employees
- Sales of Medifast weight control programs
- Inventory and product purchase orders
- Develop and maintain internal audit procedures
- Submit disclosure documents that coordinate and report the findings of internal audits
- Operational training of all new hires
- Regulate policies and procedural compliance
- Ensure operations quality compliance and quality control measures

### SKILLS

Strong organizational skills

Multitasker

Ability to handle multiple priorities in high stress situations

Effectively interacts with providers, staff, and patients

Effectively identifies and resolves problems

Maintains effective working relationships with clients, patients, and co-workers

Electronic Medical Records (EMR)

Proficient in Word, Excel, PowerPoint, Outlook, and Google Drive

in 16 centers throughout San Diego, San Francisco East Bay, and Sacramento, California

- Develop, maintain, and update the Company Operations Manual
- Develop and maintain company operations curriculum

**Herbalife Global Nutrition, Los Angeles, California**

*Independent Sales Representative*

August 2008 - September 2009

- Independently procured and maintained an active client base
- Educated clients on nutrition and physical activity while using Herbalife nutritional products

**Self-Employed, Los Angeles, California**

*Private Personal Trainer*

June 2008 - September 2009

- Independently procured and maintained client base
- Educated clients on nutrition and physical activity
- Created meal plans and educated on proper nutrition

**Kroger Pharmacy, Nashville, Tennessee**

*Pharmacy Technician*

September 2003 - May 2005

- Entered patient information into specialized pharmacy database.
- Filled prescriptions as prescribed by physicians.
- Maintained medication inventory.
- Contacted doctors and medical facilities for needed patient information.

**EDUCATION**

**Youngstown State University, Youngstown, Ohio**

*Real Estate Licensure Courses* - Completed November 2015

**National University, San Diego, California**

*Master of Healthcare Administration* - Graduated May 2012

*\*Received Dean's Award for Academic Excellence awarded to the student with the highest GPA within their cohort*

**Middle Tennessee State University, Murfreesboro,**

Tennessee *Bachelor of Science in Exercise Science &*

*Physiology* - Graduated May 2008

**Belmont University, Nashville, Tennessee**

*Bachelor of Science in Nursing* - Attended August 2002-May 2006