

Kimberly D. Sanders, MPA

Over 30 years of experience in health care administration, social service and community outreach. Well-organized, self-motivated and skilled with the ability to efficiently handle multiple tasks and delegate to support staff in order to meet the goals and objectives of the agency. I demonstrate excellent communication, interpersonal and team building skills, with proven problem-solving, analytical, and creative thinking abilities.

Core Professional Strengths

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| ◆ Project/Program Evaluations | ◆ Proficient in Windows/Excel | ◆ Planning/Development |
| ◆ Written & Verbal Skills | ◆ Conflict Resolution | ◆ Interpersonal Diversity |
| ◆ Budget Preparation | ◆ Community Outreach | ◆ Customer Relations |
| ◆ Fiscal Management | ◆ Development of Strategic Alliances | ◆ Staff Training/Development |
| ◆ Proposal Writing | | ◆ Organizational Skills |

Professional Experience

Cleveland Clinic Foundation, Taussig Cancer Institute

Director, Community Outreach and Patient Navigation –Cleveland, Ohio 2016-Present
Responsible for managing, planning and implementation of **outreach** strategies to the uninsured and under-insured population. Primarily responsible for connecting people in **community** to primary healthcare services and cancer screenings. Cultivating relationships with businesses, individuals, and other relevant organizations to assist in decreasing late stage cancer diagnosis. Also involved in the planning and execution of health and wellness activities with **community** and faith-based organizations.

Northeast Ohio Neighborhood Health Services, Inc.

Center Director of Multiple Sites - Cleveland, Ohio 2003-Present

Provides direct assistance to the Chief Operation Officer (COO) in the capacity of administration and oversight of 2 (two) Community Health Centers which include; support and monitor the implementation of program activities and patient flow; manage specific community activities and fundraisers; conducts project evaluations and narratives for submission to the COO; oversees daily operations of clinical and support staff; conducts staff evaluations and provides outcome reports for review; prepare and submits proposals to funders and philanthropists along with outcome narratives; facilitates monthly administrative meetings; serve as the primary point of contact for the NEON Collinwood and East Cleveland Health Centers; maintain and ensures all program policy and procedures are met; coordinates the design, delivery and evaluation of the programs marketing materials to ensure health literacy standards are upheld; works directly with community partners and stakeholders to address the barriers to patient centered medical home.

National City Bank

Area Support Administrator - Cleveland, Ohio 2001- 2003

Served as administrative and operations liaison to Area Executive and Branch Managers responsibilities include; prepare and coordinate employee promotions, demotions and job reclassifications; handle initial training schedules for Managers and Branch Personnel; Developed outcome tracking for Branch Managers; approved budgetary expenditures and assured compliance with budgetary goals; sustained a cultural climate that allows the systems and administration structure to respond quickly and effectively to the changing demands/needs of our customers; human resource management, job analysis, selecting job candidates, professional training and development; developed, trainee handbooks and executed oversight to meet goals and objectives; conducted project evaluations; facilitated executive meetings and developed PowerPoint presentations; conducted group presentations and trainings for community businesses ranging from seven to three hundred participants; established working partnerships and collaborations with business, community organizations, faith based community an key stakeholders.

Total Health Care Plan, Inc.

VP of Marketing - Cleveland, Ohio 1996 – 2001

Responsible for developing long-range strategic marketing and budgetary objectives; provided managerial leadership and support to a staff of 14 field representatives; maintained quality contract compliance with the Ohio Department of Human Services; informed and educated under-served, diverse families on preventative care measures; provided oversight for media and public relations programs; Maintain relationship with various community partners; developed reports and spreadsheets to track patient outcomes and follow-up on appointments; advocates to solve problems with transportation, childcare and other related issues to their healthcare; provides outreach services, training and education for healthcare professionals and patients; distributes information and materials throughout targeted service areas, and participates in community events to engage community members who are not insured and/or underinsured.

Professional Education

- **Master of Public Administration, Health Care Administration**
Cleveland State University, Cleveland, OH 2001
- **Bachelor of Science, Health Care Administration**
University of Cincinnati, Cincinnati, OH 1990

Affiliations & Volunteer Activities

- Minority Health Alliance-President (2012-2016)
- Jordan Community Resource Center - Board Member (2009-Present)
- Susan G. Komen for the Cure –Board of Directors (2015-Present)
- Black Professionals Association Charitable Foundation, Board Member - Recording Secretary (2011-2016)
- Needs of African American Cancer Survivors: The Case for Tailoring Services. Submitted to Journal of Cancer Survivorship