

NICOLE EDWARDS

123 Main Street • Anytown US 12345 • (123) 456-7890
email@yahoo.com

A talented Business Management professional with extensive sales and customer service experience

SUMMARY OF QUALIFICATIONS

- More than 25 years of sales experience.
 - Familiar with all aspects of business management.
 - Adept at planning, promotions, and forecasting.
 - Proven ability to lead effective sales teams.
 - History of increasing sales and profitability.
 - Hard working, able to multi-task effectively.
 - Outstanding training, leadership, and communication skills.
-

PROFESSIONAL EXPERIENCE

ABC Company

9/2008 - Present

Healthcare Executive

- Performed detailed analyses and process workflow redesign for greater efficiency and functionality
- Lead the efforts in establishing, moving, and redesigning physician practices, surgery centers, hospitals and multi-specialty clinics.
- Creation and implementation of Lap Band programs at surgery centers and comprehensive bariatric programs at acute care facilities. .
- Provided project management leadership – on-time, on-budget, and with quality outcomes
- Provided training development and delivery
- Successfully developed sales process for startup companies and divisions
- Successfully managed large multi-site health system client engagement projects across the United States
- Successfully led implementation project of electronic medical record and practice management software in a wide variety of specialties in both acute care and ambulatory surgery center environment.
- Defined functional technology requirements for client's utilization of Electronic Medical Record.

XYZ Corporation

8/2002 –4/2008

Healthcare Executive

- Built strong relationships with C-level executives at five strategic healthcare accounts by conducting quarterly meetings to identify their business goal and how XYZ can support those business goals with technical solutions
- Utilized negotiation skills with enterprise accounts and manufacturers to close deals at strong margins
- Grew key healthcare accounts spend with XYZ by 70% over the past twelve months
- Led a cross-functional team with representatives from pre-sales solution architect, services team and support team, to ensure sales of \$7MM, exceeding the annual target by more than \$1MM
- Strategy sessions with manufacturers and internal teams to further grow XYZ's business within an account and in the territory

DEF, Incorporated

5/1997 – 8/2002

Healthcare Executive

- Pulling hospital events and creating and preparing spreadsheet information for daily meeting for review along with preparing weekly event spreadsheet for the week in review
- Extensive travel arrangements, along with itinerary preparation and expense reports
- Extensive meeting and calendar coordination
- Weekly Event Billing reporting and updates

- Attending bi weekly meetings and take minute notes as necessary
- Monthly audit reporting of monthly and yearly hospital events
- Risk Managers meetings coordination and communication emails to attendees in preparation for upcoming Risk Managers Meetings, mailing list, event requests, travel requests, agenda and evaluation preparation review all PowerPoint presentations prior to meeting Preparation and collation of materials
- Continue to manage risk management SharePoint site with downloading and update of documentation
- Special projects yearly coordinating
- Daily data entry of eSRM events into database
- Created and developed Program evaluation spreadsheets related to the business development program for physicians and nurses
- Entered all individual physician evaluation results in sequence of questions, comments and suggestion, created formulas including averaging and statistical chart summary, entered data, and physician analysis results worksheets

EDUCATION

New York University, New York, NY (1979)