

***SAMPLE***  
***Curriculum Vitae***

**John Smith, MA, RHIA, FAHIMA**  
**1234 Bird Avenue**  
**Largo, Florida 12345**

**Email: Smith@HIMjobs.com**  
**Home: 312.581.1234**  
**Work: 312.586.1234**

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**SUMMARY:**

- *Thirty year record of achievement* in management, quality improvement, education and consulting in the health care industry.
- *Expertise in entrepreneurial business management* in the health care placement industry.
- *In-depth knowledge of health information operations* with emphasis on technology.
- *Implementation of continuous quality improvement systems* in hospitals resulting in full JCAHO Accreditation's.
- *Ability to effectively communicate* with customers, staff and professional peers.
- *Skilled at independent problem-solving, negotiations and follow-through.*

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**EXPERIENCE:**

***H.I.M. Recruiters, Largo, Florida***  
**President & Owner**

**1991 - Present**

- Creation of new business from concept to full-time successful operation.
- Revenues increased by over five hundred percent in four years.
- Implementation of customized placement software and networked computer system.
- Service in permanent and temporary placement within hundreds of health care organizations.

***St. Petersburg Junior College, St. Petersburg, Florida***  
**Director , Health Information Management Program**

**1990 - 1993**

- Performed major curriculum restructuring which resulted in drastic enrollment increases.
- Planned and developed a hands-on computer based Health Information Management Laboratory for student and community use.
- Expanded student clinical experiences from five to twenty non-traditional venues.

***Bayfront Medical Center, St. Petersburg, Florida (517 bed, teaching hospital)***  
**Director, Medical Support Services (Coordinated 40 FTE)**

**1985 - 1990**

- Designed and implemented an advanced computerized record management systems.
- Created a merged utilization review, coding and quality improvement program.
- Reduced accounts receivable from three million to three hundred thousand.
- Designed new department and managed operations through staged construction.
- Managed functions of Quality Improvement, Utilization Review, Infection Control and the Health Information Management Department through a Manager and directly.

**Experience Continued****Quality Advantage Associates, Largo, Florida****1987 - 1991****President & Owner of Part-time Consulting Firm**

- Performed Quality Improvement consulting for hospitals on a national basis.
- Prepared acute care and psychiatric hospitals for JCAHO and state accreditation surveys.
- Assessed medical record content in alcohol, drug abuse and kidney dialysis treatment centers.

**Froedtert Memorial Hospital, Milwaukee, Wisconsin (289 bed, teaching hospital)****1982 - 1985****Director of Medical Record Department (Coordinated 27 FTE)**

- Coordinated opening of Medical Record, Utilization Review and Quality Assurance operations in this new facility.
- Implemented a program to educate and facilitate the prospective payment system.

**Several Other Progressive Health Information Management Positions****1977 - 1982****EDUCATION / CREDENTIALS**

- M.A., Health Care Administration, 1983, Central Michigan University, Mt. Pleasant, Michigan
- B.S., Medical Record Administration, 1978, University of Wisconsin - Milwaukee
- Numerous training programs resulting in expertise in adult education, quality measurement, electronic communication, computerization, Software Applications, etc.
- Registered Health Information Administrator - 1978
- Certified Professional in Healthcare Quality – 1988 (Not active)

**PROFESSIONAL ACTIVITIES****American Health Information Management (Medical Record) Association ( 1978 - Present)**

- Candidate for President-elect - 2004
- House of Delegates – Elected Chief Delegate, Florida - 2004
- House of Delegates Member, Florida - 2003
- Nominating Committee, Member - 2003
- Communities of Practice (CoP) Task Force Member - 2002
- Board of Directors, elected for three year term - 1999 - 2001
- Team Talks Presenter, Jackson, MS - 2001
- Team Talks Presenter, Birmingham, AL - 2000
- Team Talks Presenter, Tampa, FL - 1999
- House of Delegates - Chief Delegate, Florida – 1998

**Professional Activities Continued**

- Career Management Task Force Member - 1998
- House of Delegates - Chief Delegate, Florida - 1997
- Nominating Committee, Elected Member - 1997

- Career Management Task Force Member - 1997
- Leadership Conference Participant - 1997
- Career Management Task Force Member - 1996
- Team Talks Participant, Little Rock, AR - 1995
- House of Delegates Member, Florida - 1994
- Leadership Conference Participant - 1994
- Legislative Day Participant - 1994
- Team Talks Participant, Orlando and Washington DC - 1994
- Professional Development Committee member - 1993
- Corporate Communications Committee member - 1993
- Delegate Issue Group Facilitator - 1993
- House of Delegates Member, Florida - 1993
- House of Delegates Member, Wisconsin - 1984

#### **Florida Health Information Management (Medical Record) Association (1985 - Present)**

- Received Distinguished Member Award - 2005
- Chief Delegate to AHIMA - 2005
- Delegate to AHIMA - 2004
- Board of Directors (Appointed) – 2002-03
- Sharper Committee Member - 2001
- Board of Directors - 1998
- Board of Directors - 1997
- Nominating Committee Chairman - 1996
- Past - President - 1995
- Board of Directors - 1995
- President - 1994
- Board of Directors - 1994
- President Elect - 1993
- Board of Directors - 1993
- H.I.M. Symposium Project Manager - 1992
- Elect Bonnie Task Force Project Manager - 1992
- H.I.M. Project Member - 1992
- Program Project Member - 1991
- H.I.M. Project Member - 1991
- Program Project Manager - 1990
- Board of Directors - 1990
- First Annual “Recruiter of the Year” Award Recipient - 1990
- Legislative Project Member - 1989
- Public Relations Project Manager - 1989
- Uniform Healthcare Information Act Task Force Member – 1987 & 88
- Legislative Committee Chairman - 1986

#### **Professional Activities Continued**

#### **Gulf Coast Health Information Management Association (1985 - Present)**

- Elected Delegate to FHIMA House of Delegates - 1992 & 1997
- Non - Credentialed Workshop Program Coordinator - 1989

#### **Wisconsin Medical Record Association (1978 - 1985)**

- Research and Development Committee Chairman - 1985
- Elected Delegate to AHIMA House of Delegates - 1984
- Research and Development Committee Chairman - 1984
- Delegate/Advocate Committee Member - 1993
- Research and Development Committee Chairman - 1983
- Office of President - Elect Candidate - 1982
- Research and Development Committee Member - 1982
- Program Committee Member - 1981
- Finance Committee Member - 1981
- Arrangements Committee Member - 1981
- Legislative Committee Member - 1980
- Membership and Credentials Committee Member - 1979
- Arrangements Committee Member - 1978

#### **Southeastern Wisconsin Medical Record Association (1978 - 1985)**

- Ad Hoc Legislative Committee Member - 1981
- Office of President - Elect Candidate - 1980
- Ad Hoc Legislative Committee Member - 1980
- Nominating Committee Member - 1979
- Nominating Committee Member - 1978

#### **Other**

- Advance for Health Information publication HIM Industry Council Member 2003 - Present
- Health Information Technology Advisory Committee, St. Petersburg College 1986 - Present
- Health Informatics Advisory Committee, St. Petersburg College 2007 – Present
- ITT Technical College – HIT Advisory Board Tampa 2007 – Present
- St. Catherine of Siena Catholic Church – Chair Pastoral/Stewardship Council 2007 - Present
- Healthcare Information and Management Systems Society ( HIMMS) Active Member 1998, 1999
- Chairperson, School Advisory Council, Osceola High School 2001 - 2002
- School Advisory Council, Osceola High School 1997 - 2002
- Coach (Boys & Girls), Osceola Youth Soccer League 1990 -1998
- MRA Advisory Committee, University of Wisconsin - Milwaukee 1983
- Florida Association of Quality Assurance Professionals 1985 - 1990
- Tampa Bay DRG Coordinators 1985 - 1990
- Women on the Way Advisory Board 1994 - 1997
- Clinical Practice Coordinator for several HIM educational programs 1979 - 1990

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**RECENT/SCHEDULED CONFERENCE PRESENTATIONS**

- Creative Career Management in a World of Change, American HIMA Annual Convention, Dallas, TX October, 2009
- It's Your Career – How to take Control!, Georgia HIMA Annual Convention, August, 2009
- Effective Resume and Interview Skills, Georgia HIMA Annual Convention, August, 2009
- It's Your Career – How to take Control!, Florida HIMA Annual Convention, July, 2009
- It's Your Career – How to take Control!, Maine HIMA Annual Convention, June, 2009
- Effective Resume and Interview Skills, Maine HIMA Annual Convention, June, 2009
- Interview & Resume Writing Workshop, 6 New England State HIMA Annual Convention, May, 2009
- Behavioral Interviewing Techniques, Gulf Coast HIMA, St. Petersburg, FL , September, 2008
- Behavioral Interviewing Techniques & Preparation Pre-conference Workshop, AHIMA Annual Convention, Philadelphia, October, 2007
- Showcase Your Talents With Your Resume, Florida HIMA Annual Convention, June, 2007
- Interviewing Skills & Secrets, Southwest Florida HIMA, November, 2006
- Career Paths, AHIMA Annual Convention - Student Academy, Denver, October, 2006
- Mock Interviews, AHIMA Annual Convention - Student Academy, Denver, October, 2006
- Environmental Scanning Session Facilitator, Florida HIMA Leadership Conference, Sept., 2006
- Resume Writing & Interview Techniques full day workshop, Suncoast HIMA, August, 2006
- Tools of the Trade, Florida Health Information Management Association, July, 2006
- Can I help you?, Oregon Health Information Management Association, May, 2005.
- Dreams to Reality, New Jersey Health Information Management Association, June, 2004  
Career Management: By Choice, By Chance or By Crisis, Oregon Health Information Management Association, May, 2004.
- Resumes That Work, Oregon Health Information Management Association, May, 2004.
- Career Management: By Choice, By Chance or By Crisis, Washington Health Information Management Association, April, 2004.
- Resumes That Work, Washington Health Information Management Association, April, 2004.
- Career Management: By Choice, By Chance or By Crisis, Virginia Health Information Management Association, May, 2002.
- Resumes That Work, Virginia Health Information Management Association, May, 2002.
- AHIMA Update – Leadership Links, Florida Health Information Management Association, June, 2001.

**Recent/Scheduled Conference Presentations Continued**

- AHIMA Update – Leadership Links, Gulf Coast Health Information Management Association, March, 2001.

- AHIMA Update – Making Connections Through Community, South Carolina Health Information Management Association, July, 2000.
- AHIMA Update – Making Connections Through Community, Florida Health Information Management Association, June, 2000.
- AHIMA Update – Making Connections Through Community, Kentucky Health Information Management Association, June, 2000.
- AHIMA Update – Making Connections Through Community, Louisiana Health Information Management Association, May, 2000.
- AHIMA Update – Making Connections Through Community, Missouri Health Information Management Association, May, 2000.
- AHIMA Update – Making Connections Through Community, Arkansas Health Information Management Association, May, 2000.
- AHIMA Update - Principals of Partnership, Texas Health Information Management Association, June, 1999.
- AHIMA Update - Principals of Partnership, New Mexico Health Information Management Association, April, 1999.
- Career Management: By Choice, By Chance or By Crisis, New Mexico Health Information Management Association, April, 1999.
- Resumes That Work, AHIMA Multi-Specialty Group, Baltimore, MD, March, 1999.
- Resumes That Work, Nebraska Health Information Management Association, September, 1998.
- Career Management: By Choice, By Chance or By Crisis, Nebraska Health Information Management Association, September, 1998.
- Winning Resumes, combined meeting of Massachusetts, Connecticut, New Hampshire and Rhode Island Health Information Management Associations, June, 1998.
- Career Management: By Choice, By Chance or By Crisis, combined meeting of Massachusetts, Connecticut, New Hampshire and Rhode Island Health Information Management Associations, June, 1998.
- Resumes for the Nineties, Wisconsin Health Information Management Association, April, 1998.
- Career Management: By Choice, By Chance or By Crisis, Wisconsin Health Information Management Association, April, 1998.
- Career Management: By Choice, By Chance or By Crisis, Broward Health Information Management Association, December, 1997.
- Career Management: By Choice, By Chance or By Crisis, American Health Information Management Association, October, 1997.
- Career Management: By Choice, By Chance or By Crisis, N.W. Florida Health Information Management Association, September, 1997.

**Recent/Scheduled Conference Presentations Continued**

- Career Management: By Choice, By Chance or By Crisis, Panhandle Health Information Management Association, January, 1997.

- Career Management Symposium Presenter, American Health Information Management Association, Orlando, 1996
- Career Management - By Choice, By Chance or By Crisis, Suncoast HIMA, Florida HIMA Annual Convention, and Southwest HIMA 1996
- Career Management Network Discussion Group Facilitator, American Health Information Management Association Annual Convention, Philadelphia, 1995
- Star Trek - The H.I.M. Challenge, American Health Information Management Association Annual Convention, Las Vegas, 1994
- Dreams to Reality - A Winning Resume, St. Petersburg Junior College Guest Lecturer, 1994
- Board of Directors Report, Tri - County Health Information Management Association, 1994
- Star Trek - The H.I.M. Challenge, Florida Health Information Management Association Annual Convention, 1994
- Dreams To Reality, Central Florida Confidentiality Conference, 1994
- Today's Techniques For Resume Writing, Gulf Coast Health Information Management Association, 1994
- Finding Your Fantasy Position, Physician Office Managers Association, 1994
- Designing A Life, Tri-Region Health Information Management Conference, South Florida, 1993
- Resumes That Work, Tri-Region Health Information Management Conference, 1993
- H.I.M. Jeopardy, Florida Health Information Management Association Annual Convention, 1993
- "Can We Talk," Florida Health Information Management Association Mid-Year Meeting, 1993
- Dreams to Reality - A Winning Resume, St. Petersburg Junior College Guest Lecturer, 1993
- The Magic Of Enthusiasm - Central Florida Health Information Management Association, 1992
- H.I.M. - The Next Generation, American Health Information Management Association Annual Convention, St. Louis, 1992

### **ARTICLES/PAPERS PRINTED**

- Authored House of Delegates Resolution, " Bridging the Gap – Education to Employment," American Health Information Management Association, 2005
- Contributing Chapter Author "Readable & Rational Resumes," HIM Journeys, A Career Guide for HIM Professionals, PRG Publishing, 1997
- "Your Resume - A Checklist for Today's Trends," Journal of American Health Information Association, January, 1997
- "Career Management - By Choice, By Chance or By Crisis," Journal of American Health Information Association, July - August, 1996
- "Your Dreams Will Be Prophets," Coastlines, Florida Health Information Management Association Newsletter, 1995
- "AHIMA Team Talks," Coastlines, Florida Health Information Management Association Newsletter, 1995

- “Time For A Check-Up,” Coastlines, Florida Health Information Management Association Newsletter, 1995
- “The Ten Commandments of Professional Involvement,” Coastlines, Florida Health Information Management Association Newsletter, 1995
- Proposed Bylaw Amendment, “CSA Standardized Calendar,” House of Delegates, American Health Information Management Association, 1994
- Position Paper, “Name Standardization - Health Information Management,” American Health Information Management Association, 1993
- Issue Group Background Paper, House of Delegates, American Health Information Management Association, 1993
- “All Winners In This Board Game,” Coastlines, Florida Health Information Management Association Newsletter, 1994
- “Consider Yourself On Display,” Coastlines, Florida Health Information Management Association Newsletter, 1994