

MARK ADAMS

Operations Manager

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City, State Abbreviation ZIP code



SUMMARY

Process-driven operations manager with over five years of experience in the health care industry, specializing in process optimization, strategic planning, and facility management. Expert in large-scale operations, medical facilities, and staff development. MBA with a focus on operations management.

EDUCATION

Master of Business Administration

Ohio State University, Columbus, OH
August 2017 – May 2020

TECHNICAL SKILLS

- Financial forecasting
- Inventory management Oracle
- Project management platforms, including Trello and Asana
- Six Sigma

PROFESSIONAL SKILLS

- Interdepartmental collaboration
- Leadership skills
- Process optimization
- Risk mitigation
- Time management

CERTIFICATIONS

- Black Belt, Six Sigma, 2022

PROFESSIONAL EXPERIENCE

Operations Manager, Chippenham Hospital, Richmond, VA

June 2021 – present

- Spearheaded a strategic initiative to optimize inventory management, resulting in a 31% decrease in expired products

Manager, Medical Billing Management, Richmond, VA

August 2020 – May 2021

- Led integration of a new records system across all departments, resulting in a 20% decrease in data-entry hours