KIRBYPARTNERS

A proven step-by-step process from the experts for writing a resume that works

Executive Resumé Guide

Your resume is arguably the most important piece of paper you'll ever own. It can open doors for you and influence your earning potential for your entire career.

To succeed in today's competitive job market, your resume must communicate what you've accomplished in a clear, concise, and visually appealing way.

At Kirby Partners, we receive thousands of resumes a year and most are underwhelming at best and fail to deliver on this basic goal. We're committed to changing that! We are confident if you implement the strategies and tactics outlined in this guide, you'll have a resume that gets you interviews.

Read on for tips about:
- Quantifying your achievements to prove your value to potential employers
- Targeting your resume for the job you want
- What recruiters really focus on when they scan your resume
- Content you should <u>never</u> include on your resume
- What information you need to include in each section of your resume
- Formatting your resume for maximum impact
- Selecting an appropriate resume template
- Ensuring your resume gets into the right hands

...and much more

Contents

Quick Start Resume Checklist

(With page numbers where you can find more information in this guide.)

Create Exceptional Content

- ☐ Identify what's important to the employer / 14

- ☐ Use keywords from the job postings to help ensure your resume gets seen / 15

- ☐ Write a brief overview of each employer and position to show organizations you have the experience needed to succeed / 16

- ☐ Demonstrate how you have provided value for past employers by quantifying your accomplishments / 18

- ☐ Craft bullets highlighting your achievements rather than your duties / 20

- ☐ Start your bullets with an action verb / 21

- ☐ List your work history in chronological order with your current or most recent position at the top / 22

- ☐ Show both month and year for each position / 22

- ☐ Clearly notate if a position is a contract, interim, or consulting engagement / 22

- ☐ Summarize experience more than 15 years old unless directly related to target position / 22

- ☐ Include key qualifications after your name (e.g., MBA, CISSP, PMP, etc.,) / 24

- ☐ Shorten your LinkedIn URL / 24

- ☐ Make sure your email address is "modern" and professional / 24

- ☐ List degrees from highest to lowest level / 25

- ☐ Show graduation date for completed degrees and clearly note degrees in progress with anticipated completion date / 25

- ☐ Leave off "references available on request" and personal details / 27

- ☐ Skip the objective and content summarizing your qualifications / 30

Format Your Resume for Maximum Impact

- ☐ Select an effective resume template / 31

- ☐ Avoid infographic and trendy formats / 31

- ☐ Ensure your resume has an appealing ratio of white space to text / 32

- ☐ Use one inch margins on all sides / 32

- ☐ Format your body copy at 11 or 12 points; headlines should be 14 to 18 points / 33

- ☐ Use no more than 2 fonts (one for headings and one for body content) / 33

- ☐ Avoid the use of color; leave off photos and graphics / 33

- ☐ Check for consistent font size, bullets, and text formatting used throughout / 36

- ☐ Upload to job postings as a PDF to ensure the formatting stays intact / 36

- ☐ Include your name in the file name (e.g., JaneBrownResume.pdf) / 36

Part 1: Secrets of a Winning Resume

Successful resumes do three things well:

1. Show you meet position qualifications
2. Make it easy to find key information
3. Demonstrate ways you'll add value if hired

ҠK

Simply put, resume writing is marketing

Think of your resume as an advertisement targeting your future boss. You're selling yourself to your future employer and competing against other people doing the same.

One of the biggest resume mistakes we see is people treating their resume like an autobiography rather than a marketing document.

Ask yourself: What does the employer really want? What would set a truly exceptional candidate apart from a merely good one?

While it's unrealistic to recommend that you'll use a 1–to-1 marketing strategy and customize your resume to every employer, we highly recommend that you spend time researching and learning about "your customer." Then use the information to make your resume an informed, targeted advertisement to the extent possible.

This means you'll likely need to create several different copies of your resume to most effectively target different positions and organizations.

Hiring managers follow a formula when scanning your resume

With all the resume advice and fancy templates available on the internet, it can be easy to lose sight of the fact that your resume is a tool and ultimately needs to accomplish several tasks at once.

A well-known study by The Ladders showed that the average recruiter spent a mere seven seconds reviewing an individual resume before they made an initial "fit/no fit" decision. Yikes!

That's if you're even lucky enough to get your resume in front of a live person in the first place which is increasingly less likely in the era of applicant tracking systems and AI technology. (Side note: our team hand reviews each resume that we receive because that's how we achieve the best results. Admittedly, we're in the minority in our approach.)

While this is certainly disheartening for job seekers, you can set yourself apart if you understand what recruiters are looking for in those seven seconds and make it easy for them to find that information.

Eye tracking studies show that most hiring managers scan for the following content:

- Candidate name
- Current position/company
- Current position start and end dates
- Previous position/company
- Previous position start and end dates
- Education
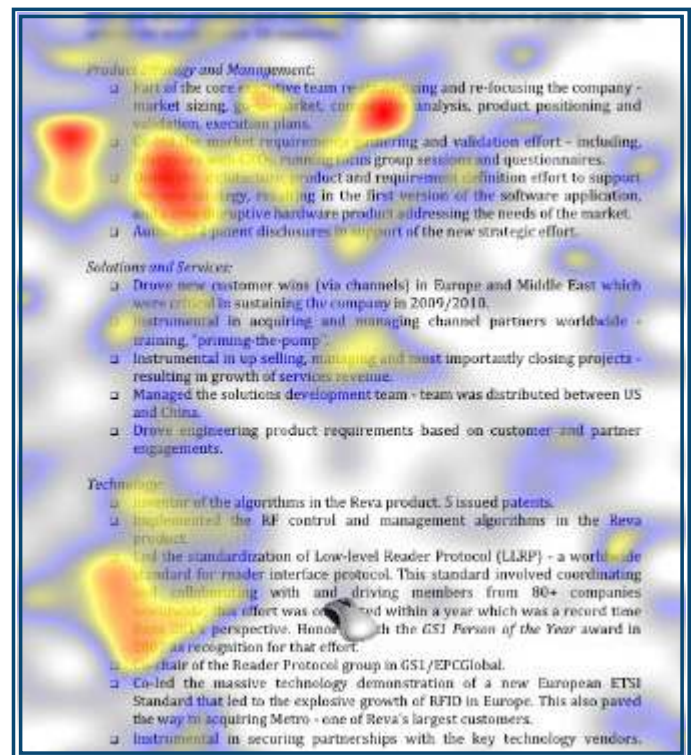
Eye tracking study showing aggregated areas of focus among hiring managers
Source: TheLadders.com

Top performing resumes have simple layouts and plenty of white space

Your resume needs to be easy to scan and visually appealing.

Though many modern resume formats use infographics, charts, and other colorful visuals, in our opinion, these don't belong on executive resumes.

We have yet to see an infographic style resume that doesn't make us work harder than necessary to find the information we need.

Focus on telling your story through bulleted lists of quantified accomplishments and avoid the infographic resume trend.

While graphics can be an effective story-telling format, particularly for creative professionals, they tend to be distracting on an executive resume and most of the ones we've seen aren't executed well.

The best resumes appeal to the human eye and are easily readable by applicant tracking systems.

Keep in mind that most resumes are entered into an applicant tracking system, and this can be a huge problem when you use a trendy resume format.

Our research tells us that most applicant tracking systems struggle with two column designs, non-standard fonts, graphics, and tables.

While they continue to improve their accuracy over time, it's simply too big of a risk that your resume will look like a jumbled mess or the system will decide you're not a match for the position because it couldn't parse out the relevant content from your resume. Two column designs actually give you less space to describe your qualifications which isn't ideal.

Hiring managers are looking for proof you'll add value if hired

The best way to demonstrate that you're capable of adding value to an employer is to prove you've done it in the past.

All too often we see executives simply regurgitate their job duties on their resume.

Let's look at an example of task-focused bullets from an actual CIO resume we received:

- Charged with developing the forward IT planning and investment strategies
- Established an advanced analytics capability
- Provided cybersecurity across the enterprise
- Hired and retained top IT talent with cohesive team development and resource management
- Built strong partnerships within IT, the business and our shared services
- Created an agile IT culture focused on speed, performance, and innovation

The problem is that this executive focused on responsibilities rather than results.

It looks like the job duties were cut and pasted directly from their job description, and the result is far from compelling.

Yes, they may have been tasked with these projects, but did they actually deliver?

In contrast, here's a set of results-focused bullets:

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Most resumes we see fall somewhere in the middle between these two examples—they include a few bullets outlining responsibilities and a few accomplishment bullets.

However, accomplishments often aren't quantified as much as they could be and leave the reader wondering "so what".

In the next section, we walk you through our step-by-step process for proving you add value to employers.

Part 2: Create Exceptional Content

Your resume shouldn't be about you; it should help your prospective employer understand the benefits they'll get by hiring you.

The very best resumes clearly convey to your employer: "If you hire me, you'll get specific, direct benefits."

ꝗK

Showcase Your Work Experience

We talked about the importance of proving to an employer that you will deliver results by showing you've done it in the past.

Because this is arguably the most important objective of your resume, we'll start by helping you craft great work experience content and will then tackle the rest of your resume content.

Here's the Kirby Partners formula for writing a high-impact work experience section:

1. Identify the keywords you need to use strategically throughout your resume bullets

2. For each of your jobs, write an overview of the organization and your position

3. Brainstorm a list of your accomplishments for each position

4. Craft achievement based sentences highlighting your accomplishments

5. Put it all together

Step 1: Identify the keywords you need to use strategically throughout your resume bullets

Current data suggests that 75% of resumes are rejected before they are seen by human eyes.

This means that your resume design needs to not only appeal to human readers, but also "get through" today's applicant tracking systems.

Having the right keywords and phrases can be critical to getting your resume seen. If your resume doesn't have the right words, then it won't show up as a search result.

The good news is that most employers write a laundry list of the criteria they're seeking in job postings, so it's easy to identify what's important to them. The best way to identify the keywords you need to use? Read several job descriptions for each type of position you're targeting and note the common terms used in each description.

Then incorporate these keywords into your resume in a way that is relevant to your experience.

For example, if you're targeting CIO positions and notice the keywords "physician engagement" and "customer satisfaction" consistently appearing in job descriptions, you'll want to use that nomenclature when describing relevant accomplishments.

It's best practice to use full terms rather than use abbreviations for keywords (e.g., Chief Information Officer instead of CIO).

Important note:

There are many articles available on the internet about how to optimize your resume to "beat applicant tracking systems."

Most of the "tricks" (such as hiding keywords in white font), actually work against you with the current technology so we don't recommend playing this game; focus on optimizing your content and strategically using your keywords.

Step 2: For each employer, write an overview of the organization and your position

Employers want to determine whether you have experience that's similar in scope and scale to the opportunity for which they're hiring.

Think strategically about the content you provide—your goal is to show the organization that you have the experience needed to add value for them.

For example, if you're applying for a position with a large health system that has a health plan and a previous employer also had a health plan you'll want to include that. (This probably seems obvious, but we see this overlooked enough that it's worth mentioning.)

Depending on the type of position you're applying for you may want to include the following in the overview of the organization.

About the organization:

- Revenue
- Key products / services
- For healthcare organizations: bed and number of facilities
- Department size
- Relevant organizational achievements (e.g., HIMSS status or Most Wired)

About your position:

- Amount of budgetary responsibility
- Number of direct reports
- Your reporting relationship

Examples:

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

A non-profit health system that owns and operates seven acute care facilities in Texas with total gross operating revenues exceeding $3.5 billion. The system employs approximately 10,000 people including over 200 physicians. As CIO, collectively accountable for over 275 enterprise-wide IS professionals with responsibility for managing an annual operating budget of $54 million and annual IS capital expenditures ranging from $20–30 million.

Multi-hospital system with 100 hospitals, 42 long-term care residential living facilities located in 19 states. The system has approximately 60,000 employees and total revenues of $12 billion. Report to the CEO and manage a team of 200.

Step 3: Brainstorm a list of your accomplishments for each position

Now that you've provided context for your position, it's time to work on demonstrating how you've added value for the organization.

Specifically, how have you helped your employer to:

- Make more money?
- Save money?
- Reduce risk?
- Increase efficiency or productivity?
- Identify, prevent and/or solve problems?
- Increase customer satisfaction?
- Retain employees?

Here's why it is important to quantify your results: you can tell someone you're a "fast runner" (for example) but it paints a much clearer picture about your dedication and skill level if you tell them you "run a 4 minute mile."

Here's a bullet from an actual CIO resume we received:

"Restructured the IT department organization resulting in increased customer satisfaction."

Sounds good, but the reader is left wondering "so what"?

Increased customer satisfaction could mean a single doctor was happier or it could mean a dramatic shift in the organization-wide view of IT.

We're really not sure based on the way the bullet was written.

Ideally, this executive would have customer satisfaction survey results to pull in so their bullet could read something like this.

"Restructured the IT department organization, resulting in customer satisfaction ratings improving by X%"

Understandably, sometimes it's not quite as easy as in our example to quantify the impact of your actions.

If the executive didn't have a customer satisfaction survey in place to measure the impact of the changes, they may have to look at the reorganization a bit differently.

Here are some questions that you can use to help quantify your achievements:

- How many? "Increased the number of customers served by X per month…"

- How much? "Decreased costs by $X in 6 months…"

- How long? "Reduced the time to close the average help desk ticket from X to X…"

- What was the scope of work? "Implemented a training program that served 2K employees annually…"

- Performance versus others? "Successfully completed implementation X% faster than other Epic clients…"

Tip:

The best resumes we see include numbers in nearly all of the bullets—numbers prove your value to an employer. It's acceptable to estimate your numbers provided you can share rationale for your calculations if asked during an interview.

Step 4: Craft achievement based sentences highlighting your accomplishments

For every bullet on your resume, make sure you ask "so what." When your bullet clearly conveys a benefit to the organization, you're ready to move on to the next one.

Some executives find it helpful to use the PAR framework as a starting point for writing their bullet points. (You may be familiar with the PAR format from interviewing—it's a commonly used technique for answering behavioral interview questions.)

PAR stands for Problem, Action, Result:
- Start by describing the Problem or situation that you had to handle.
- Next explain the Action you took to address the problem.
- Finally, quantify the Result of your actions and decisions.

Here is an example of an accomplishment written out in the PAR format that's easy to edit down to a resume bullet:

Problem: The IT team had a high rate of turnover and low morale

Action: Surveyed the team to better understand the challenges and created a plan to address problem areas

Result: Decreased turnover from 23% to 6% over a three year period

Once you have your accomplishments written out in this format, trim the content to just the critical details.

Resume Bullet: Developed and implemented a plan that decreased IT department turnover from 23% to 6% over a three-year period.

Tip: Use one of the strong action verbs on the next page to start each bullet. Also remember to incorporate the keywords you identified in step one.

Action Verb List:

- Accelerated
- Achieved
- Acquired
- Added
- Advanced
- Analyzed
- Assembled
- Awarded
- Boosted
- Built
- Championed
- Collaborated
- Conducted
- Contributed
- Created
- Cultivated
- Customized
- Defined
- Delivered
- Demonstrated
- Diagnosed
- Doubled
- Eliminated
- Established
- Evaluated
- Executed
- Expanded
- Expedited
- Formulated
- Fostered
- Founded
- Generated
- Grew
- Hired
- Identified
- Implemented
- Improved
- Incorporated
- Informed
- Initiated
- Instituted
- Introduced
- Investigated
- Led
- Leveraged
- Maximized
- Minimized
- Negotiated
- Optimized
- Organized
- Outpaced
- Oversaw
- Partnered
- Pioneered
- Prioritized
- Produced
- Qualified
- Quantified
- Reached
- Recommended
- Redesigned
- Refined
- Reorganized
- Replaced
- Scored
- Selected
- Simplified
- Solved
- Spearheaded
- Standardized
- Streamlined
- Strengthened
- Supported
- Tested
- Tracked
- Tripled
- Updated
- Upgraded

Step 5: Put it all together

- Show your work history in chronological order with your current or most recent position at the top. Using a "functional format" suggests to the reader that you're trying to hide job hopping; most employers strongly prefer the chronological format so they can get a clear sense of your career trajectory.

- Don't try to hide employment gaps. Show both month and year for each position.

- Clearly note when a position is a contract or consulting engagement; always be transparent about by whom you're actually employed.

- Your resume should be two or three pages maximum. For positions unrelated to the job you're applying to or positions fifteen or more years ago, create a separate section which lists just position titles and dates if needed to manage document length.

Sample:

Professional Experience

Chief Information Officer   July 2013 to Present
Advocacy Health, Orlando, FL

Advocacy Health is a $2.5B, three hospital health system with 100 sites throughout Florida. The system achieved HIMSS level 6 and has 1,400 beds. Report to the CEO, and manage 10 direct reports with a total team size of 300.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer   June 2008 to June 2013
Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Perfect the rest of your content

Contact Information

- The top of your resume should contain your:

  - Name and any important honorifics (for example, John Jones, MD, MBA)
  - Cell phone number
  - Personal email address
  - City, State (we're noticing a trend towards omitting mailing address for privacy)
  - LinkedIn profile address

- Use hyperlinks for your email address and social media accounts.

- It should go without saying, but your email should be professional and easy-to-read (ideally it should just contain your name; don't use a cute or witty email address).

- Some hiring authorities have told us using a Hotmail, Yahoo, MSN, or AOL address makes you seem out-of-touch with current technology; use a Gmail account instead.

- Customize your LinkedIn url, so it looks like the one shown below instead of this: linkedin.com/pub/jane-brown/4a/z89/145/
(Instructions for customizing your address are available here.)

Jane Brown, **MBA, CISSP**

janebrown@gmail.com
linkedin.com/in/Jane-Brown
407.788.7301
Winter Park, FL

Education

- Degrees should be listed from highest to lowest level.

- If you haven't completed a degree, don't list it on your resume without clearly explaining the status.

- If you're taking classes towards a degree, add a notation that the degree is expected along with the timing (e.g., Bachelor of Arts, degree anticipated May 2026).

- If you started a degree, but aren't currently taking courses, it's typically recommended that you leave it off. If you opt to include it, list the college, location, and the number of relevant credits completed.

Education

Masters of Business Administration   Anticipated May 2026
University of Florida, Gainesville, FL

Bachelor of Science in Finance   May 2010
University of Central Florida, Orlando, FL

Additional Sections

As appropriate include:

- Certifications
- Awards/recognition
- Publications
- Speaking engagements
- Community involvement

Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Awards & Recognition

"CIO of the Year" (Non-profit category)
Georgia CIO Leadership Society, 2012

- Recognized for leadership and management effectiveness as well as business value created as a direct result of IT.
- Chosen as the winner from among over 2,000 peers.

Content to Exclude

- Leave "References available upon request" off your resume (it's a given and expected that you'll provide these if asked).

- An executive resume should not include your headshot or any other photos.

- Don't include personal details, such as marital status, age, personal interests, etc.

"But wait! Don't I need an objective or summary? Everyone else has one..."

About ten years ago, everyone started putting an objective on their resume. Objectives were especially popular among job seekers looking to get into an unrelated field, almost like they could explain their way into an interview even if they'd never done anything similar a day in their life.

Summary statements recently replaced objectives, in many cases serving as a tactic for getting more keywords onto resumes.

On a well-written resume that effectively highlights your accomplishments and strategically uses keywords, your experience should speak for itself and you shouldn't need a summary statement.

As mentioned throughout this guide, employers are looking for proof you can add value; numerous data points show they rarely focus on summary statements.

That said, if you opt to include a summary, it should be a short, impactful statement highlighting your years of experience, work history, and competencies as shown in the example below.

Seasoned Chief Information Officer and Visionary Leader

Accomplished senior-level executive with over 25 years of leadership success in the healthcare industry. Extensive experience with contract development, vendor and partner relations, project management, IT management, team management, and administration of large budgets. Proven track record of using innovation to drive business results.

Part 3: High Impact Resume Formats

While we always recommend using a resume design that's going to appeal to a human reader, it's also important to consider how your resume will look when scanned by an applicant tracking system.

ΡK

Selecting an effective resume template

Now that you've created exceptional resume content, you want to ensure that it's formatted in a way that's easy to scan and visually appealing.

There are all sorts of resume templates available on the internet; we're seeing a trend towards more creative formats being used, even by executives. These formats typically include two-column designs, substantial use of color, non-standard sections and layouts, and fancy fonts or bar graphs to indicate skill levels.

These highly designed styles are touted as being more eye-catching. While that may be true, our experience tells us that these templates are largely ineffective for actually landing interviews. Keep in mind that many of the people who profit from selling creative resume templates are designers without any experience as a hiring manager. Just as you would never hire an executive recruiter or resume writer to design your logo, you shouldn't rely solely on a graphic designer for your resume design.

At the executive level in particular, you can't go wrong with a simple, classically elegant resume design. Understandably, you don't want your resume to be perceived as boring, so you do need to put in some effort into your design, layout and font choices.

In this section, we'll help you find the right balance between modern and classic resume design and find the format that best highlights your accomplishments.

Look for this, not that :
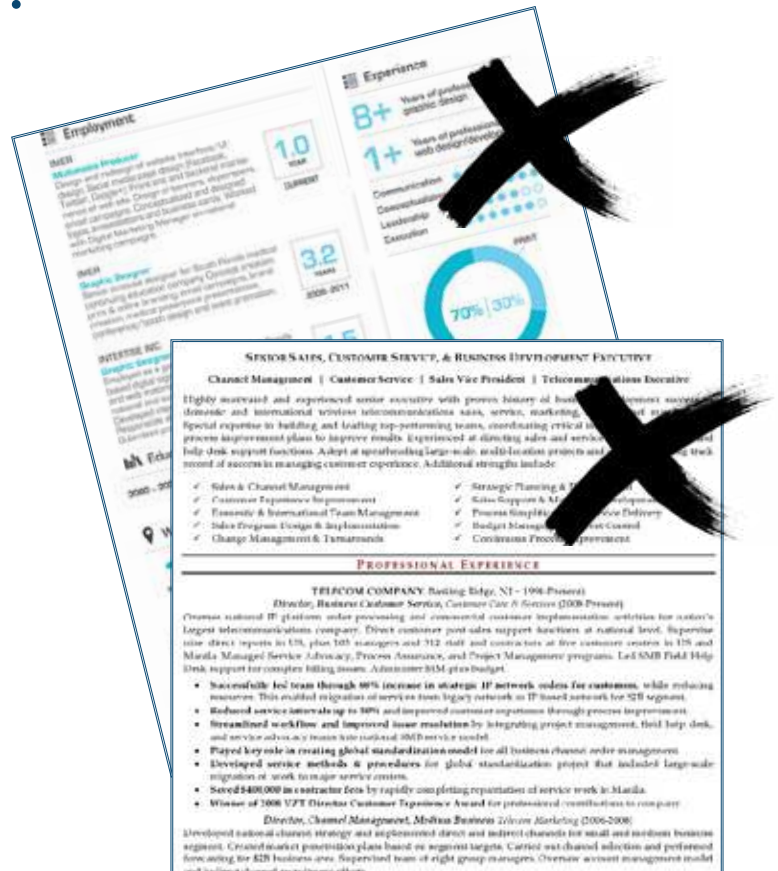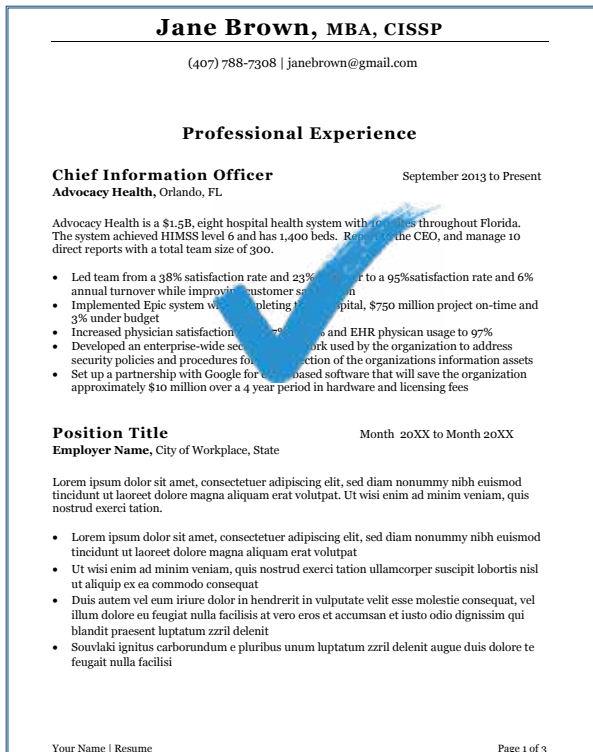
Resume Formatting Best Practices

Margins

- Ideally, strive for a one inch margin on each side and along the top of your resume with a minimum of .75 inches on the bottom.

- Smaller margins make the document difficult to read; you also risk important information being cut off if printed.

Color

- It's best not to use color on an executive resume. If you do decide to use color, use it sparingly for section headings or your name. Blue is a good, conservative choice.

Graphics & Photos

- An executive resume should not include your headshot or any other photos or graphics.

- Hiring managers immediately discount skills ratings that are currently popular as they recognize it's just your subjective assessment and gives no evidence that you are a superior candidate compared with other applicants.

Font Size

- Body copy font size should be a minimum of 11 or 12 points so it's easy to read.

- Headings should be 14 to 20 points.

Heading Format

- We prefer avoiding all caps for section headings; in many fonts ALL CAPS actually de-emphasizes the text. Here's why: when we read we don't look at every letter, but actually look at the shape of the words and the space around the letters. When text is in all caps, the height of every letter is identical, which can slow down our reading.

- Use bold or a different font as alternatives to all caps for your headings.

Typeface

- Use no more than two fonts on your resume (one for headings and another for body content).

- If you're using two fonts, pick one sans serif and one serif font so the fonts look deliberately distinct. (Serif fonts have a small decorative flourish or "tail" on the end of the letters. Sans serif fonts feel more modern while serif fonts feel more traditional. See the next page for examples.)

- Using a serif font for your body copy makes dense information easier to read. In this guide, we used Mr. Eaves (a sans serif font) for section headings and Palatino Linotype (a serif font) for our body copy and subheadings.

Good Font Choices

Arial*
Cambria
Century
Century Gothic*
Constantia
Corbel*
Garamond
Georgia
Gill Sans MT*
Lato*
Palatino Linotype
Tahoma*

*Sans Serif Fonts

Winning Font Pairings

Arial bold headings with Palatino Linotype

Century Gothic bold headings with Georgia

Gill Sans MT Bold headings with Palatino Linotype

You don't want your resume to look exactly like everyone else's, so strategically using the fonts listed above can be a good way to stand out.

Calibri is the default font on Windows so it's overused on resumes. Corbel is a similar, but less used alternative.

Final Tips & Reminders

- Be consistent with your formatting. Make sure you're using the same sized bullets throughout the document, that you have the same amount of space between hyphens throughout your resume, etc.

- Print out your resume and make sure it is easy-to-read without squinting and that the font is not cramped.

- Make sure your resume is error free, perfectly formatted, and accurate. Inconsistencies, exaggeration, and errors will likely be discovered and will end your candidacy (or can be grounds for firing if you are hired).

- When emailing or uploading your resume, format your document as a PDF to ensure the formatting and spacing stays intact; sending the file as a PDF also protects the security of your document.

- Make it easy for someone to find your resume if it's being filed on their computer by putting your name in the file name (e.g., JaneBrownResume.pdf).

We wish you the best of luck in your job search, and encourage you to reach out if we can assist you. Make sure to visit our website for interview preparation help!

Part 4: Resume Design Gallery

A great resume design gets you noticed and sets you apart as a candidate. Our resumes are strategically and thoughtfully designed to clearly showcase your experience in a highly appealing format.

ƤK

Jane Brown

407.788.7308
janebrown@gmail.com
linkedin.com/in/Jane-Brown

Chief Information Officer, MBA

Professional Experience

Chief Information Officer   July 2013 to Present
Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer   June 2008 to June 2013
Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title   Month 20XX to Month XXX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis dolore te feugait nulla facilisi

Position Title
Employer Name, City of Wor

Lorem ipsum dolor sit amet
tincidunt ut laoreet dolore n
nostrud exerci tation.

- Lorem ipsum dolor sit am
  tincidunt ut laoreet dolore
- Ut wisi enim ad minim ve
  ut aliquip ex ea commodo
- Duis autem vel eum iriure
  illum dolore eu feugiat nu
  blandit praesent luptatum
- Souvlaki ignitus carborund
  feugait nulla facilisi

Director, IT Administration & Planning	2008-2013
Manager, Information Services	2004-2008
Elk Grove Health, Chicago, IL	
Senior Application Analyst	2001-2004
Centurion Health, Gainesville, FL	

Education

Masters of Business Administration	June 2010
University of Colorado, Boulder, CO	
Bachelors of Business Administration	May 2000
University of Florida, Gainesville, FL	

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

407.788.7308 | janebrown@gmail.com | linkedin.com/in/Jane-Brown

Jane Brown

Chief Information Officer, MBA

Accomplished senior-level executive with over 25 years of leadership success in the healthcare industry. Extensive experience with contract development, vendor and partner relations, project management, IT management, team management, and administration of large budgets. Proven record of using innovation to drive business results.

Professional Experience

Chief Information Officer   July 2013 to Present
Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer   June 2008 to June 2013
Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title   Month 20XX to Month 20XX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis dolore te feugait nulla facilisi

Position Title
Employer Name, City of Workp

Lorem ipsum dolor sit amet, co
laoreet dolore magna aliquam er

- Lorem ipsum dolor sit amet, ut laoreet dolore magna aliq
- Ut wisi enim ad minim venia ex ea commodo consequat
- Duis autem vel eum iriure dolore eu feugiat nulla facilis luptatum zzril delenit
- Souvlaki ignitus carborundu nulla facilisi

Director, IT Administration
Manager, Information Servic
Elk Grove Health, Chicago, IL

Senior Application Analyst
Centurion Health, Gainesville, Fl

Education

Masters of Business Administration   June 2010
University of Colorado, Boulder, CO

Bachelors of Business Administration   May 2000
University of Florida, Gainesville, FL

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

Jane Brown

Chief Information Officer, MBA

407.788.7308   janebrown@gmail.com   linkedin.com/in/Jane-Brown

Professional Experience

Chief Information Officer, Advocacy Health   July 2013 to Present
Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer, Century Health   June 2008 to June 2013
Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title, Employer Name   Month 20XX to Month 20XX
City, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugia qui blandit praesent lupta
- Souvlaki ignitus carborun te feugait nulla facilisi

Position Title, Employer
City, State

Lorem ipsum dolor sit amet, tincidunt ut laoreet dolore m nostrud exerci tation.

- Lorem ipsum dolor sit euismod tincidunt ut laor
- Ut wisi enim ad minim v nisl ut aliquip ex ea comm
- Duis autem vel eum iriure vel illum dolore eu feugia qui blandit praesent lupta
- Souvlaki ignitus carborun te feugait nulla facilisi

Director, IT Administration & Planning   2008-2013
Manager, Information Services   2004-2008
Elk Grove Health, Chicago, IL

Senior Application Analyst   2001-2004
Centurion Health, Gainesville, FL

Education

Masters of Business Administration, University of Colorado
June 2010

Bachelors of Business Administration, University of Florida
May 2000

Awards & Certifications

Project Management Professional (PMP) Certified,   Project Management Institute

Six Sigma Green Belt Certificate, Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017), Health Data Management

Certified Healthcare CIO, CHIME

Premier 100 IT Leaders 2014, Computerworld

Jane Brown, CIO, MBA

(407) 788-7308 | janebrown@gmail.com | linkedin.com/in/Jane-Brown

Professional Experience

Chief Information Officer   July 2013 to Present
Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer   June 2008 to June 2013
Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title   Month 20XX to Month XXX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh
euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad
minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh
  euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit
  lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie
  consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto
  odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis
  dolore te feugait nulla facilisi

Position Title
Employer Name, City of W

Lorem ipsum dolor sit an
euismod tincidunt ut laor
minim veniam, quis nostru

- Lorem ipsum dolor sit
  euismod tincidunt ut la
- Ut wisi enim ad minir
  lobortis nisl ut aliquip e
- Duis autem vel eum i
  consequat, vel illum dol
  odio dignissim qui bland
- Souvlaki ignitus carbor
  dolore te feugait nulla fa

Director, IT Administration & Planning   2008-
2013 **Manager, Information Services**
2004-2008
Elk Grove Health, Chicago, IL

Senior Application Analyst   2001-2004
Centurion Health, Gainesville, FL

Education

Masters of Business Administration   June
2010
University of Colorado, Boulder, CO

Bachelors of Business Administration   May
2000
University of Florida, Gainesville, FL

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

The "Largo"

Get the <u>template</u>

Jane Brown, MBA, PMP

2913 Silver Down Court, Winter Park, FL 32789 | (407) 788-7308
<u>janebrown@gmail.com</u>

Professional Experience

Chief Information Officer   July 2013 to Present
Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer   June 2008 to June 2013
Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title   Month 20XX to Month XXX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis dolore te feugait nulla facilisi

Position Title
Employer Name, City of W

Lorem ipsum dolor sit am
euismod tincidunt ut laore
minim veniam, quis nostrud

- Lorem ipsum dolor sit a
  euismod tincidunt ut lac
- Ut wisi enim ad minim v
  nisl ut aliquip ex ea com
- Duis autem vel eum
  consequat, vel illum dol
  odio dignissim qui bland
- Souvlaki ignitus carbord
  dolore te feugait nulla f

Director, IT Administration & Planning	2008-2013
Manager, Information Services	2004-2008
Elk Grove Health, Chicago, IL	
Senior Application Analyst	2001-2004
Centurion Health, Gainesville, FL	

Education

Masters of Business Administration	June 2010
University of Colorado, Boulder, CO	
Bachelors of Business Administration	May 2000
University of Florida, Gainesville, FL	

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

Jane Brown

Chief Information Officer, MBA

407.788.7308| janebrown@gmail.com | linkedin.com/in/Jane-Brown

Professional Experience

Chief Information Officer | July 2013 to Present
Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer | June 2008 to June 2013
Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget
- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat

Position Title | Month 20XX to Month 20XX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis dolore te feugait nulla facilisi

Position Title | Month 20XX to Month 20XX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet tincidunt ut laoreet dolore mag exerci tation.

- Lorem ipsum dolor sit am tincidunt ut laoreet dolore
- Ut wisi enim ad minim ve aliquip ex ea commodo con
- Duis autem vel eum iriure dolore eu feugiat nulla fac praesent luptatum zzril del
- Souvlaki ignitus carborund feugait nulla facilisi

Position Title | Month 20XX
Employer Name, City of Work

Lorem ipsum dolor sit amet tincidunt ut laoreet dolore mag exerci tation.

- Lorem ipsum dolor sit am tincidunt ut laoreet dolore
- Ut wisi enim ad minim ve aliquip ex ea commodo con

- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis dolore te feugait nulla facilisi

Director, IT Administration & Planning |2008-2013
Manager, Information Services | 2004-2008
Elk Grove Health, Chicago, IL

Senior Application Analyst |2001-2004
Centurion Health, Gainesville, FL

Education

Masters of Business Administration| June 2010
University of Colorado, Boulder, CO

Bachelors of Business Administration | May 2000
University of Florida, Gainesville, FL

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

Jane Brown, CIO, MBA

(407) 788-7000

janebrown@gmail.com

linkedin.com/in/janebrown

Professional Experience

Chief Information Officer   July 2013 to Present

Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer   June 2008 to June 2013

Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide

- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title   Month 20XX to Month XXX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dol... odio dignissim qui blan...
- Souvlaki ignitus carbor... dolore te feugait nulla f...

Position Title
Employer Name, City of W...

Lorem ipsum dolor sit an... euismod tincidunt ut laor... minim veniam, quis nostru...

- Lorem ipsum dolor sit euismod tincidunt ut la...
- Ut wisi enim ad minir... lobortis nisl ut aliquip...
- Duis autem vel eum... consequat, vel illum dol... odio dignissim qui blan...

Director, IT Administration & Planning	2008-2013
Manager, Information Services	2004-2008
Elk Grove Health, Chicago, IL	
Senior Application Analyst	2001-2004
Centurion Health, Gainesville, FL	

Education

Masters of Business Administration	June 2010
University of Colorado, Boulder, CO	
Bachelors of Business Administration	May 2000
University of Florida, Gainesville, FL	

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

The "Ocala"

Get the underline template

Jane Brown

Chief Information Officer, MBA

407.788.7308 | janebrown@gmail.com | linkedin.com/in/Jane-Brown

Professional Experience

Chief Information Officer | July 2013 to Present

Advocacy Health, Orlando, FL

Advocacy Health is a $5B, eight-hospital health system with 100 sites throughout Florida and Georgia. The system achieved HIMSS level 6 and has 2,500 beds. Report to the CEO, and manage 20 direct reports with a total team size of 400.

- Led team from a 38% satisfaction rate and 23% turnover to a 95% satisfaction rate and 6% annual turnover
- Implemented Epic system-wide, completing the 5 hospital, $750 million project on-time and 3% under budget
- Increased physician satisfaction from 47% to 85% and EHR physician usage to 97%
- Developed an enterprise-wide security framework used by the organization to address security policies and procedures for the protection of the organization's information assets
- Set up a partnership with Google for cloud based software that will save the organization approximately $10 million in hardware and licensing fees over a four year period

Chief Information Officer | June 2008 to June 2013

Century Health, Golden, CO

Century Health is a community owned-and-operated non-for-profit health system with 150 beds. The system employs nearly 600 physicians and has 40 outpatient sites. Managed a team of 4 direct reports and 30 indirect reports while reporting to the CFO.

- Reduced organizational dependence on consultants saving $2 million per year while maintaining exceptional levels of customer and employee satisfaction
- Led team to achieve HIMSS Stage 6, which has been accomplished by only a third of hospitals nationwide
- Delivered a $10 million electronic health records system implementation on schedule and under budget

Position Title | Month 20XX to Month 20XX
Employer Name, City of Workplace, State

Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat. Ut wisi enim ad minim veniam, quis nostrud exerci tation.

- Lorem ipsum dolor sit amet, consectetuer adipiscing elit, sed diam nonummy nibh euismod tincidunt ut laoreet dolore magna aliquam erat volutpat
- Ut wisi enim ad minim veniam, quis nostrud exerci tation ullamcorper suscipit lobortis nisl ut aliquip ex ea commodo consequat
- Duis autem vel eum iriure dolor in hendrerit in vulputate velit esse molestie consequat, vel illum dolore eu feugiat nulla facilisis at vero eros et accumsan et iusto odio dignissim qui blandit praesent luptatum zzril delenit
- Souvlaki ignitus carborundum e pluribus unum luptatum zzril delenit augue duis dolore te feugait nulla facilisi

Position Title | Month 20XX
Employer Name, City of W

Lorem ipsum dolor sit am
euismod tincidunt ut laor
minim veniam, quis nostru

- Lorem ipsum dolor sit
  euismod tincidunt ut la
- Ut wisi enim ad minim
  lobortis nisl ut aliquip e
- Duis autem vel eum i
  consequat, vel illum dol
  odio dignissim qui blan
- Souvlaki ignitus carbor
  dolore te feugait nulla fa

Director, IT Administration & Planning |2008-2013
Manager, Information Services | 2004-2008
Elk Grove Health, Chicago, IL

Senior Application Analyst |2001-2004
Centurion Health, Gainesville, FL

Education

Masters of Business Administration| June 2010
University of Colorado, Boulder, CO

Bachelors of Business Administration | May 2000
University of Florida, Gainesville, FL

Awards & Certifications

Project Management Professional (PMP) Certified
Project Management Institute

Six Sigma Green Belt Certificate
Villanova University

Most Powerful Women in Healthcare IT (2016 & 2017)
Health Data Management

Certified Healthcare CIO
CHIME

Premier 100 IT Leaders, 2014
Computerworld

KIRBY PARTNERS

1485 International Parkway | Suite 2051
Lake Mary, Florida 32746
407.788.7308
kirbypartners.com