

Jeff Job Finder
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Manager of 7.5 Million dollar operation

Objective

To be a key decision maker in an upper management position with responsibilities including problem solving, planning, organizing, and managing budgets for a company that values proactive thinking and loyalty.

Experience

Jan,1998-Oct,2006 XYZ Business Process Solutions Anywhere, USA

SBU Business Office Manager

Manager of a large mailroom which processes over 3.5 million medical claims per month with over 350 employees while servicing over 40 regional offices for Healthcare USA and AARP. My duties range from balancing budgets to building maintenance as well as human resources.

- Increased profit margin since 1998 from 10.6% to 13.2%.
- Increased revenue since 1998 from \$2.7million to \$6.5million.
- Awarded with second AARP startup mailroom in Newnan.
- Responsible for all P&L statements as well as payroll.
- Achieved 100% turnaround rate for all work processed.
- Develop Team Leaders into Manager rolls for new offices.
- Responsible for creating a new mailroom in San Antonio.
- Manage all aspects of the IT department.
- Decreased turnover rate from 18% to less than 5% in one year.
- Instituted team building and self directed work teams in the office.

1985-1998 Healthcare America Anywhere, USA

Supervisor

- Supervised customer service and mail room staffs.
- Administered managed care health plans.
- Sent to Cork, Ireland to develop a claim payment office.
- Member of national task force to form a regional mail center.
- Improved cost savings in our clerical and mailroom areas.

Education

1977-1981 Learning City College Learning, USA
B.S., Mathematics, Statistics.

Interests

Golfing and spending time with my wife and two children.

Salary Requirements

From \$70,000 per year.

