

Joe Smith
663 Monroe Avenue
San Diego, CA 00000
555/555-5555

Summary: Senior home care executive with 20 years of experience in sales, marketing, and operations. Excellent analytical, motivational, and interpersonal skills. Successful in developing and implementing new programs for increasing revenue and profits.

Education:

Master of Business Administration Degree, Vanderbilt University, Nashville, TN
Bachelor of Science Degree, Biology, University of Georgia, Gainesville, GA
Associate of Arts Degree, Nursing, St. Mary's College, Austin, TX

Experience:

National Homecare Corporation, San Diego, CA
President/COO

1989 — present

Recruited to direct \$28 million full-service home care corporation through turnaround. Formulated and implemented strategic plan, including operationally restructuring all departments to ensure profitability.

- Increased revenue 30% within 3 years.
- Reduced losses from \$100,000 to a profit of \$800,000 within 3 years.
- Negotiated six major joint ventures.

IGA Homecare Corporation, Boston, MA
Vice President of Operations

1980 — 1989

General management of a \$60 million Midwest division of a national nursing service home care company with sales, marketing, operations, and fiscal management for 23 branch locations.

- Achieved 100% of corporate objectives, making division the most profitable in the corporation.
- Received the Presidential Award for divisional performance, 1985, 1987, and 1988.

National Sales Manager

1980 — 1985

Total sales responsibility for \$130 million in revenues from 78 locations providing private-duty and certified home care services. Management responsibility for a field staff of eight regional managers and 57 sales representatives.

- Developed successful national accounts program.
- Increased revenue by 34%.
- Improved margins 6.5% by changing business mix.

Medical Care at Home, San Antonio, TX
Sales Manager

1978 — 1980

Physicians Products Unlimited, Nashville, TN
Sales Representative

1975 — 1978