

Jennifer Snow

Supervisor, Medical Staff Services

Hannibal, MO
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Reliable, capable, enthusiastic and self-motivated individual who can take on any project and management roles. Extensive knowledge and experience in management, and day to day operations. Served on committees and lead new projects that support growth and performance/process improvement for 3 years. Successfully managed staff and Medical staff members for 3+ years. Looking for a position that offers rewarding opportunities for career development.

- Microsoft Access
- Microsoft Excel
- Microsoft Word
- Microsoft Infopath
- Microsoft Powerpoint
- Cactus software

- Time management
- Cost control

WORK EXPERIENCE

Supervisor, Medical Staff Services

Blessing Hospital - Quincy, IL - November 2010 to January 2014

Achievements:

- 2010 Medical Terminology Levels I & II

supervisor

Blessing Hospital - 2013 to 2013

Dept. Manager

Blessing Hospital - 2011 to 2013

Medicare/Medicaid Enrollment & Compliance

- The Joint Commission Medical Staff chapter lead
- Master Professional Administrator
- Supervise & Coordinate Medical Staff credentialing & reappointments.
- Medical Staff Bylaws, rules & regulations.
- FPPE & OPPE
- Delegating work, and monitoring performance
- Developing key staff members

fund/bond specialist

- 2009 to 2011

Office Administrator, Wealth Management

F&M Bank and Trust Co - Hannibal, MO - April 2007 to November 2010

Achievements:

- Administrative Assistant of the year

FINNRA - 2008 to 2010

training/certified

Responsibilities:

- Customer relations
- Compliance reporting
- Financial reports
- Budget reporting
- Special projects
- Customer growth/expansion

Operations Supervisor

Baxter Landscape & Nursery - Palmyra, MO - 2001 to 2006

Achievements:

Certified landscape architect

Baxter Landscape & Nursery - 2005 to 2005

supervisor

Baxter Landscape & Nursery - 2005 to 2005

Landscape sales

Baxter Landscape & Nursery - 2005 to 2005

and customer relations

- New business ventures
- Expansion and growth
- Day to day operations
- Managed retail store

EDUCATION

AAS in Business & Organizational Management

John Wood Community College - Quincy, IL

May 2013

ADDITIONAL INFORMATION

- Communication Skills
- Forward planning
- Leadership skills
- IT Skills