

AARON VOTROUBEK

319.338.7458

1742 Timber Hills Drive • Coralville, Iowa 52241

aaronvot@mchsi.com

PROFILE

Accomplished business relationship manager with an impressive track record of building company value and solidifying professional image. Offer particular expertise in:

Key Account Management ... Cross-Functional Team Leadership...Healthcare Operations Management Customer Service...Strategic Planning ... Cost Containment ... Profit Growth

- Recognized for substantial contributions in improving profit margins, accelerating workflow processing and seizing opportunities to contain costs.
- Consummate and persuasive communicator adept at building rapport with clients, healthcare administrators, physicians and colleagues; understand the underlying dynamics involved in mutually productive not-for-profit relationships in the healthcare industry.
- Active community volunteer, event planner, networker and recreational league athlete/manager and organizer.

CAREER DEVELOPMENT

THE UNIVERSITY OF IOWA, Iowa City, Iowa —*World-class university with wide variety of graduate and undergraduates programs.*

Administrative Associate II—Department of Physics and Astronomy April 2004 - present

- Responsible for all day-to-day administrative aspects for a department of 30 faculty, 75 staff, and 150 students. These aspects include grant proposals and accounting, human resources, technological support, student records, departmental main office, departmental machine and electronics shops, and faculty support functions.
- Monitor, evaluate and adjust departmental state-related and grant-related budgets totaling \$13 million annually.
- Supervise 4 full-time professional staff members and 15 full-time merit staff.
- Serve as a liaison with College of Liberal Arts, Sponsored Programs, ITS and Facilities Services.
- Provide administrative support to the Departmental Executive Officer.
- Participate in monthly faculty meetings and a member of faculty decision-making committees.

UNIVERSITY OF IOWA HOSPITALS AND CLINICS—*World-class healthcare facility specializing in patient care, medical research and training of future health care professionals.*

October 2001 to April 2004

Administrative Associate—Dept. of Internal Medicine, Center for Digestive Diseases

Perform management, fiscal (\$40,000,000+ budget) and budgetary functions to support the University of Iowa Hospitals and Clinics Center for Digestive Diseases/Gastroenterology-Hepatology Clinical and Diagnostic and Therapeutic Units.

- Initiate and develop administrative procedures for the long-term strategies of the Center for Digestive Diseases. **Plan, direct and coordinate all functions of the Center including faculty scheduling, staff allocations and the Physician Assistant and Nurse Care Coordinator programs. Work with physicians on special projects and generate consensus for divisional policy changes and enhancements.**
- Set policies and procedures for the Center, ensuring that the services are reviewed regularly and in compliance with University Hospitals, College of Medicine, JCAHO and other regulatory agencies.
- Act as liaison for the Center and its customers, resolving concerns and complaints.
- Act as liaison for pharmaceutical and medical product representatives.

- **Review census and financial data and make recommendations to examine patient care and research programs based on patient demand and market plan forces and make recommendations for new services and programs.**
- Develop all clinical, financial and marketing outcomes reporting. Coordinate the preparation of monthly and annual reports related to budgeting and census data.

Committee Contributions

- **Appointee—UIHC Operations Council**
Serve as Center for Digestive Diseases representative for hospital operations committee.
- **Member— Clinical Leadership Team**
- **Member— Clinical Outcomes Resource Measurement**
- **Participant/Member— ACHE (American College of Healthcare Executives)**
Completed seminars: Reorganizing the Clinic, Increasing Revenue, Developing Healthcare Strategies
- **Participant/Member— AGA (American Gastroenterology Association)**
Completed seminars: Gastroenterology Coding 2002, 2003
- **Member— UIHC Staff Management Group**
- **Participant/Member— Centocor Hospital Administrator Advisory Board**
November 2002

ACT, INC.—*Major nonprofit supplier of outsourced measurement systems, tools and products.* **1997 to 2001**

Business Analyst—Financial Planning Dept., March 1997 to Present

Cost and monitor budgets for \$139,000,000 (FY00) in Programs and Services revenue.

- Promoted to this high-visibility position critical to profitable business operations. Coordinate pricing and strategic planning of significant contracts in assessment and education related programs.
- Exceeded in team leadership, staff mentoring, and employee training roles. **Led and supported Program Managers on cost specification procedures.**
- Increased contract ROI through aggressive and detailed review of cost specifications against client RFPs. **Independently performed costing analyses of 100+ complex multimillion dollar, government grant, healthcare or high-profile contracts per year to research and evaluate history and propose fee and inflation rate increases.**
- **Developed and nurtured alliances with medical, occupational, college and governmental agency personnel to facilitate problem resolution relevant to contract budgets, invoices and account balances.** Achieved consensus in financial management and budget / expense compliance for almost 200 contracts annually.

Critical Initiative

- Concurrently performed duties formerly executed by a accounting-prepared employee for 7 months; accomplished crucial accounting functions with no prior training. Generated requests from high-profile clients to assume job title permanently.

Committee Contributions

- **Appointee—United Way of Johnson County 1999 Campaign**
Served as a member of the Industrial Division. Prospected and cultivated area businesses for fundraising support through employee campaigns and major corporate gifts. Distributed campaign materials and conducted presentations. Helped achieve campaign goal that raised over \$400,000.
- **Member—Audix Voice Mail Implementation Board**
- **Member—Wood Elementary Before and After School Board of Directors 1999-2000**
Identified program needs and issues. Aided decision-making and problem resolution. Assisted with fundraising events.
- **Member—University of Iowa Alumni Association**

Operations Supervisor—Registration Dept., October 1990 to March 1997

Achieved critical production efficiencies and budgetary requirements.

- Led and mentored 100 directly reporting staff; met all production, quality control and customer service targets. **Achieved consistent 90% performance efficiency rates in the processing of over 1.5M ACT Assessment registrations annually.**
- **Increased production by over 20% in first year.**
- Led meetings and presentations to over 100 staff members regarding processing procedures and departmental information.
- Developed solid teleservice and marketing focus through contact with administrators, counselors, parents and students from high schools and major colleges.

Committee Contributions

- **Group Leader—Temporary Employee Recruitment**
- **2-year member—Staff Advisory**
Selected to serve as a member on ACT Staff Advisory Committee. Solicited and implemented employee ideas related to improving company work culture.

UNITED TECHNOLOGIES AUTOMOTIVE, Iowa City, Iowa

1988 to 1990

Production Supervisor

Held costs, improved productivity, and met quality performance standards.

- Coordinated production line output to achieve Sales Department expectations; liaised with Industrial Engineers to ensure consistency of product quality.

Committee Contributions

- **Ford Motor Co.—Quality One Improvement**

COMMUNITY SERVICE

- Fully committed to supporting worthwhile volunteer organizations and professional outreach opportunities.

EDUCATION

THE UNIVERSITY OF IOWA

BA—Communication Studies • 1988

COMPUTER PROFICIENCIES

MS Windows 2000 / Word / Excel / Powerpoint

IDX

Oracle and Data Design Systems running:

SQL-Time

FRED

Labor Report System

GI Database

Informm/Informm Patient Records

TSI