

EXECUTIVE MBA RESUME 1

CLAYTON ASPER

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HIGHLIGHTS OF QUALIFICATIONS

- Over 10 years of professional experience including program and operations management and the treatment and prevention of occupational injuries
- Exemplary business planning and organizational skills as witnessed by conceiving a venture opportunity and turning it into an incorporated business success at Ergonomics 4 All Inc.
- Ability to adapt with effective time management skills demonstrated by undertaking the design, budgeting, and hiring for the opening of a new treatment clinic for ABC Health Vancouver
- Strong leadership skills evidenced through overseeing and motivating six professional staff, four administrative staff, and numerous contractors for a clinic with annual revenues of \$2.5M
- Exceptional communicator as a result of leading both clinical and administrative staff meetings, moderating home-owner Strata meetings, and writing correspondence to staff on a regular basis
- Languages: fluent English, Polish, Spanish; basic Italian; working knowledge Russian

PROFESSIONAL EXPERIENCE

ABC HEALTH REHABILITATION SERVICES (Vancouver Pain Clinic), Vancouver, BC Month 20XX – Present
Seven clinics in western Canada (170 employees) that comprise of health care specialists in occupational and vocational rehabilitation, chronic pain, assessment and disability management.

Operations Manager, 20XX – Present

Responsible for leading a clinic with annual revenues of \$2.5M and 25 rehabilitation professionals in collaboration with a clinic director. Manage a schedule of six unique programs and 50 patients daily. Directly oversee six professional clinicians, four administrative staff, and all contractors.

- Improve clinic outcomes by developing and maintaining comprehensive management reports including monthly key performance metrics and actionable analyses
- Collaborate with Finance to establish annual budgets, systematize administrative procedures, define staff ratios and manage all expenses, leading to enhanced operational efficiency
- Improve patient care management by presenting a \$1M company-wide electronic customer management system business case
- Expand revenue sources by developing and implementing private physiotherapy services
- Strengthen a high-performance team by managing, mentoring & developing direct reports and providing daily coaching and performance feedback

Program Manager, 20XX – 20XX

- Increased clinic revenue by opening a treatment clinic, involving negotiating contracts and designing the physical layout, recruiting staff, and equipping the facilities
- Maintained adequate referrals and quality service delivery by monitoring, coordinating, and overseeing all aspects of the various programs, evaluating KPI's and forecasting future demands

Kinesiologist, 20XX – 20XX

Responsible for designing, progressing and documenting individualized rehabilitation programs, as well as planning, developing and implementing return to work plans.

- Accelerated patient care by problem solving claims issues and managing their treatment, resulting in quicker treatment times and better outcomes
- Improved staff retention by training, coaching, mentoring and supervising three kinesiologists
- Ensured facilities were adequate by monitoring, maintaining and improving all gym equipment

EXECUTIVE MBA RESUME 1 (CONT'D)

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PROFESSIONAL EXPERIENCE (CONT'D)

ERGONOMICS 4 ALL INC, Vancouver, BC

Month199X – Month 20XX

President, 20XX – Present

Created an incorporated business; performed all marketing, accounting, sales and product delivery. Coordinated ergonomic committees for two (700+ unionized employee) pulp and paper mills.

- Ensured safe and timely return to work for employees by performing over 670 work site assessments for rehabilitation providers and other private industries
- Decreased injury rates by presenting education classes to workers and employers in individual and group settings, as well as innovating new work processes and re-engineering safer equipment

LANGLEY PHYSICAL THERAPY, Langley, BC

Month199X – Month 20XX

Manager of Ergonomics and Prevention, 20XX – Present

Created an incorporated business; performed all marketing, accounting, sales and product delivery. Coordinated ergonomic committees for two (700+ unionized employee) pulp and paper mills.

- Established a Functional Capacity Evaluation and Ergonomics program by working in a team to establish a vision and problem solve to implement operational plans
- Performed in excess of 400 worksite ergonomic consultations
- Redesigned organizational policies and procedures to comply with CARF accreditation standards
- Trained and mentored new Kinesiologists

EDUCATION AND PROFESSIONAL QUALIFICATIONS

Master of Business Administration (Executive MBA) - Part-Time Studies

Completion: Apr 20XX

Beedie School of Business, Simon Fraser University, Vancouver, BC

- Americas EMBA Global stream - Intensive week-long residency programs at each of four participating schools in Canada, the USA, Mexico and Brazil to work together and study management issues through group work and courses in four of the largest economies in the Americas
- Final Project: "Strategic Analysis of the Growth Alternatives for ABC Health"
- Recipient, New Ventures Class Prize for Best Business Plan (Medical Tourism)

Bachelor of Science (Kinesiology)

199X

Simon Fraser University, Burnaby, BC

Certificate in Health and Fitness

199X

Simon Fraser University, Burnaby, BC

SPECIALIZED TRAINING

British Columbia Association of Kinesiologists – Practicing Member

99X

Metrik Management Workshops, Vancouver, BC

199X

VSB Advanced Corporate Training Series, Vancouver, BC

199X

COMMUNITY INVOLVEMENT

Member, Vancouver Board of Trade

Present

President/Council Member, STRATA VR 1640, Vancouver, BC

20XX – 20XX, 20XX – Present

Chairperson, Charitable Donations Committee, ABC Health, Vancouver, BC

20XX – 20XX

- Moderated a committee to allocate \$40K annually to local and global solicitors

Volunteer, The Living Room, Vancouver, BC

20XX – 20XX

- Recruited and directed volunteers in an annual soup kitchen, serving over 100 homeless people

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