

Madeline S. Husband-Ardoin, RN (license pending)

800 North Wilson Ave, Kaplan, LA 70548

Cell: (337) 501-4565,

SUMMARY OF QUALIFICATIONS

- Highly accomplished and visionary manager with expertise in all facets of organizational management, sales, and business development within a multimillion-dollar healthcare corporation.
- Proven ability to implement effective policies and procedures, enhancing productivity and increase efficiency.
- Proficient in analyzing critical situations and applying prudent decisions
- Dynamic leadership abilities concerning team initiatives.
- Exceptional communication skills with the outstanding and effective ability to form and maintain professional relationships with medical and administrative staff.

EXPERIENCE

July 2014-Present

University of Louisiana at Lafayette

Chief Administrative Officer

- Responsible for the business and financial operations of Student Health Services.
- Provides direction and administrative leadership to the front office personnel, billing staff and health and wellness coordinator.
- Manages the daily business and administrative operations of the clinic, to include staffing, program assessment, quality assurance, short and long term strategic planning, development of operant procedures and polices, budgeting and other duties as required.
- Oversees the Immunization Compliance program.

August 2011 – May 2014

Lafayette Heart Clinic – Lafayette, LA

Practice Manager

- Responsible for the management of 32 employees
- Manage practice controllable cost with in budget.
- Implemented EMR successfully.
- Developed policy and procedure manual.
- Conducted all staff require annual trainings (HIPAA, OHSA, etc).Resolve patient and staff issues by positive intervention
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March 2008-August 2011
Lafayette General Medical Center
Supervisor of Physician Clinics

- Responsible for the routine business and clinical functions of three urgent care walk-in clinics.
- Developed and implemented effective policies and procedures to efficiency deliver service and patient flow.
- Responsible for the recruiting, hiring , supervision of approximately 30 employees.
- Responsible for the completion of payroll entry, A/P input and financial analysis of monthly profit and loss statements.
- Served as a liaison for physicians to other areas of LGMC.

April 2007-February 2008
Workforce Development Officer
Acadiana Works

- Provided on site classroom training and instruction in basic skills for job readiness.
- Maintained files and documents on each participant.
- Participate in case management.
- Assist in resume and cover letter writing. Administered test and skill level assessments.
- Instructed in interview skills and dos and don't.

March 2004-April 2007
Kingsley Place Assisted Living
Executive Director (2005-2007)

- Directed operations matters within a high profile assisted living community which included sales, marketing, strategic planning and business development. .
- Maintained high occupancy rates in a saturated marketplace. Manage practice controllable cost with in budget.
- Supervised staff in daily responsibilities, which ensured all residents, were provided top-notch care.

Residents Services Director (2004-2005)

- Maintained accountability for supervising and mentoring wellness staff.
- Assessed all residents quarterly and prior to admission.
- Established and maintained wellness record for residents.
- Streamlines administrative processes and increased productivity.

EDUCATION

Associated Degree in Registered Nursing Excelsior College—May 17, 2019 (anticipated graduation date)

Practical Nurse – GPA 4.00, Delta College – March 2012

License obtained May 2012

Bachelor Science in University of Louisiana at Lafayette

