

Summary should include 2 things:
1) what you want to do (either by role or by industry)
2) your qualifications for doing it

- will send additional examples for your consideration

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PROFESSIONAL SUMMARY

→ This both ages you and makes you look expensive.
A 29-year career as a Naval Officer and veteran with 3 deployments, a Combat Action Ribbon, and 15 years of hospital leadership experience. Deeply committed to mentorship, professional development, and communication. Board certified in Emergency Medicine, a Certified Physician Executive, and Fellow in the American Association for Physician Leadership.

RECENT PROFESSIONAL EXPERIENCE

CEO/Commanding Officer/Director U.S. Naval Hospital Guam Jun 2024 - Present

- CEO of a hospital with 25 staffed beds, 750 personnel, a \$66 million annual budget, and a comprehensive outpatient clinic

COO/Deputy Commander/Director Naval Medical Center Portsmouth Feb 2022 - Apr 2024

- COO of a medical center and level II trauma center with 150 staffed beds, 5,500 personnel, a \$560M million annual budget, 10 outlying clinics, and 31 Graduate Professional Education programs

Deputy Chief of Navy Physicians Bureau of Medicine & Surgery Sep 2019 - Jan 2022

- Responsible for career planning and development of 4,300 Naval physicians

Director of Healthcare Business Naval Medical Center Portsmouth Mar 2019 - Aug 2019

- Led 85 personnel in Patient & Guest Relations, Health Benefits, Tricare Operations and Referral Management, Population Health, and Business Optimization departments

Emergency Medicine Specialty Leader Bureau of Medicine & Surgery Nov 2015 - Nov 2018

- Advisor to the Navy Surgeon General on Emergency Medicine, including 13 Emergency Departments and 270 Emergency Physicians/Residents

(Full list of professional experience available upon request) → not needed

EDUCATION

- Executive MBA, Naval Postgraduate School - 2014
- Emergency Ultrasound Fellowship, Christiana Care Health System - 2009
- Emergency Medicine Residency (Academic Chief Resident), Naval Medical Center San Diego - 2006
- Doctor of Medicine, MCP Hahnemann School of Medicine - 2001

NATIONAL/INTERNATIONAL PROFESSIONAL ACTIVITIES

- 30 years of experience on national professional boards of directors, including:
 - Secretary-Treasurer and Board Member, American Academy of Emergency Medicine
 - President, American Academy of Emergency Medicine Resident & Student Association

Professional Experience

- Select bullets that illustrate key skills desired by your target employer.
- Provide results not just job descriptions.
- Incorporate metrics (qualitative and/or quantitative); estimates are fine.
- Provide the "so what!"

STAR Method
may be useful
Situation
Task
Action
Results

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- President, Virginia Chapter of the American Academy of Emergency Medicine
- President, Uniformed Services Chapter of the American Academy of Emergency Medicine
- 51 combined years of experience on national and international committees or task forces, including:
 - Health Care Administration, Leadership, and Management (HALM) Standard Setting Task Force, American Board of Emergency Medicine
 - United States Representative, Committee of the Chiefs of Military Medical Services (COMEDS) in NATO, COMEDS Expert Panel on Emergency Medicine
 - Subject Matter Expert, Building Your Online Presence Course Development Task Force, American Association for Physician Leadership
 - Chairman, Finance Committee, American Academy of Emergency Medicine
 - Graduate Medical Education and Undergraduate Education Committees, Society of Academic Emergency Medicine

NATIONAL AWARDS AND HONORS

- Assess for relevance. Focus on the performance that earned that recognition

- Robert McNamara Award, American Academy of Emergency Medicine - Recognizes members with 10 or more years of experience in an Emergency Medicine academic leadership position who have made outstanding contributions in academic leadership
- National Junior Faculty Teaching Award, American College of Emergency Physicians
- American Academy of Emergency Medicine Young Educator Award
- 2006 Resident Academic Achievement Award, Council of Emergency Medicine Residency Directors - Recognizes the top academic Emergency Medicine resident in the United States

PUBLICATION, PRESENTATIONS, AND EDITORIAL EXPERIENCE

*Assess for relevance
OK for a CV*

- Joel Schofer's Career Planning Blog (MCCareer.org) - 4,700+ posts with over 2.2 million page views
- 265 professional publications and podcasts
- 138 national, regional, and invited presentations
- Editor-in-Chief, PEPID Emergency Medicine Suite (PEPID.com)
- Editor-in-Chief, SonoWatch: Emergency, Trauma, and Critical Care, SonoSite, Inc.
- Associate Editor, *Western Journal of Emergency Medicine*
- Peer Reviewer for 6 peer-reviewed journals

UNIQUE TRAINING AND QUALIFICATIONS

Same → assess for relevance

- Navy Bureau of Medicine and Surgery Quality and Safety Leadership Academy
- Franklin Covey Four Disciplines of Execution Manager Training
- Interagency Institute for Federal Healthcare Executives
- Joint Medical Executive Skills Institute Capstone Course for Military Health System Leaders
- Lean Six Sigma Black Belt Training
- Navy Commanding Officer Leadership Course
- Navy Senior Leader Seminar, Center for Executive Education, Naval Postgraduate School
- TRICARE Financial Management Executive Program

PERSONAL

Assess for relevance

Recreational activities and hobbies include golf, personal finance, reading, blogging, and following the Philadelphia 76ers, Eagles, and Phillies.

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