

JOANN HARRIS

2121 North Fourth Street
Milwaukee, Wisconsin 53212
(414) 264-1764

PROFESSIONAL OBJECTIVE

To secure the position of Chief Executive Officer where excellent organizational administrative, communication and community liaison skills well be an assets.

SUMMARY OF QUALIFICATIONS

- Over 20 years of progressive experience in administration and management, including supervision of up to 300 professional, management, and direct care staff.
- Strong ability to assess and develop programs, policies, and procedures.
- Skilled in financial areas, including P&L responsibility, preparation and administration of budgets, long and short-term projections, monitoring of expenditures, and review of periodic financial reports. Familiar with accounting and record keeping control systems.
- Experience includes union contract negotiations and enforcement, as well as, progressive disciplinary procedures.
- An excellent communicator. Conducts in-service training and seminars. Provides effective liaison with professional and community groups.
- A strong team builder and motivator with experience in interviewing, hiring, and staff development.

SAMPLE OF ACCOMPLISHMENTS

- Selected by State of Wisconsin to participate in assessing large and small grant proposals in the area of injury prevention.
- Coordinator and trainer for all new & existing Unicare managers/supervisors in the Midwestern Region. Developed and implemented training program.

PROFESSIONAL EXPERIENCE

1/95 – Present

RESIDENTIAL LIVING SERVICES, INC.
Milwaukee, WI

Chief Executive Officer – 1/95 – Present
Monitor/Oversee Corporation financial and operational systems.
Duties included but not limited to; budget development , financial reporting, organizational planning and forecasting. Responsible for (2) two Community Based Residential Facilities (CBRF's , and 2 Supportive/supervised apartment for the elderly & Developmental Disabled. Development and implemented youth development program.

10/81 – 12/95

UNICARE HEALTH FACILITIES, INC.
Milwaukee, WI

Nursing Home Administrator – 2/87-12/95
Managed all financial and daily operations for the Jackson Center Nursing Home. Supervised up to 200 Professional and line staff. Participated in health fairs, Interface with hospital, group homes, And other health care professionals.

Assistant Administrator – 1/86-2-87
Assisted with all administrative functions at the Hearthsides Rehabilitation (242 bed nursing home).

EDUCATIONAL BACKGROUND

UNIVERSITY OF WISCONSIN – Madison, Wisconsin
Post Graduate Work in Health Care Administration
January – December 1985

MOUNT MARY COLLEGE – Milwaukee, Wisconsin
Bachelor of Science Degree 0-1981

MISCELLANEOUS INFORMATION

Affiliations:

- Member, Black Health Coalition
- Member Black Administrators forum
- Advisory Member, Child Abuse Prevention Committee