

Gerri A. Jones

Objective: Seeking a Management/Marketing position with a reputable Cosmetic Surgical Practice.

Skills:

Seven years experience running an Accredited Cosmetic Surgery Center.

Office Management & Medical Marketing of Practice

Scheduling patient Consultations and Surgery

Pre-Operative Appointments

Review and Compliance with AAAHC protocol and participate in ongoing Q.A.

Cost Benefit Analysis of practice.

Post Operative Patient Care

Prepare practice for AAAHC reviews

Auditing of Charts and ongoing studies

Analysis of Competition

Hiring & Training Staff as needed.

Employee Reviews

Financial Audits

In-depth knowledge of all procedures, follow-ups, and recovery.

## Work Experience:

2000- Present: Dardi Investment Company

President- CFO

Acquisition of Real Estate & Income property. Management of personal portfolio since the sale of our Mc Donald's Franchises

1993-2000

Dardi Food Service

President

McDonald's Franchisee, owned and operated ten restaurants in Sonoma County Supervised Management team, worked with our staff of 450 employees in the areas of Food & Labor Cost, Customer Care, Roll out of new products, Maintenance and Repair, Quality Assurance, Food Safety, Product Rotation.

Created a North Bay Marketing Co-op for stores located North of the bay. Prepared for Corporate Audits .

Attended all McDonald's Corporations Management & Marketing meetings.

Acted as a liaison between Ronald McDonald Childrens Charities and the community . Wrote grants for NPO's to obtain funds from RMCC.

1988-1993

Cosmetic & Reconstructive Surgery Center

Dr. Jeffrey C. Friedman

Lafayette, Ca

Managed Practice and staff, Consultations with patients regarding cosmetic procedures. Fee Estimates, Hired & trained front office. Post Op care. Pre-op's when needed. Worked in three satellite offices, Fairfield, San Ramon, & Greenbrae .

Screened patients for high risk behaviors to mitigate problems in the practice.

Cost benefit Analysis of practice

Review of other Doctors Fees and Marketing

Created with Dr. Friedman all new informational brochures on the procedures offered by our practice.

Patient care, suture & staple removal, clean & dress post op patients, check for signs of infection.

Chart Review

Worked with marketing firm to get press coverage, radio opportunities and television appearances.

Marketing Seminars / Public Speaking Engagements

AAHC reviews and ongoing Q.A. studies.

Opened additional Operating Room, Marketing to other Doctors to schedule procedures and utilize the convenience of operating " On Campus"

Incentive Programs for Front & Back Office Staff.

Monitored Patient Satisfaction

BLS certification.

Dr. Camille B. Williams

Orinda, CA

No Longer Practicing

Started as a consultant, hired Full-Time duties included Office Management

Medical Marketing, Scheduling Surgeries, Scheduling CRNA's, Pre & Post Op care

Assist with Front Office & Chart Review

Increased Scheduled Surgeries 200% within six months

Patient Satisfaction

AAHC review and ongoing Q.A.

Traveling with Dr. Williams through out California to various speaking engagements and Women's Conferences for the purpose of networking.

I was heavily recruited by other Doctor's so I left her to join another practice.

1987-1988

Select Services

Tiburon, Ca

President-Owner

My own consulting firm specializing in small business start ups and expansions.

1986-1987

T.W.A. Flight Attendant

I wanted to experience something a little outside the business world . I was hired and trained on all aircraft and flew domestic & International. I never intended to make this a career it was a great experience.

1982-1985

Commercial Bank of San Francisco

Assistant Vice-President in charge of operations and American Express lines of credit.

Responsible for all hiring and training of Operations Staff.

Reconciling any differences in the suspense account

Supervision of Vault and Cash Management

Complied & prepared for all Federal Audits.

Daily review of returned items from checking accounts

Audit daily for violations of Large Currency Transactions.

Created an Incentive plan for the new accounts division

Wrote a program that generated more the one million dollars in extra revenue

By charging late fees on Mortgage Payments that were returned by the makers bank after the due date had passed. Previously all items were re-deposited even though the due date & grace period had passed. I wrote a new program whereas we returned the item, with a returned item fee, and also assessed the late charge that was due for not making the payment on time.

Education:

University of California at Berkeley

B.S. Degree Business – 1981

Memberships & Affiliations

Federation of International Polo – Ambassador to the United States thru 2014

United States Polo Association

Cal Alumni Association

Partner Eldorado Polo Club

Santa Rosa Golf & Country Club

University Of California – San Francisco Heritage Club

WHAM – Women at Memorial Hospital Santa Rosa, Ca.

WCT- Women’s Championship Polo – Chairman

Hobbies: Polo, Golf, Reading, & Travel