

PHILIP K. WESSEL
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Strong, diversified experience in all aspects of administration and personnel management. Successful record of accomplishment in the academic environment linking best practices to department, college and University goals. Masters prepared and possess excellent managerial, communication, interpersonal and teaching skills.

Qualifications

- Recruitment
- Employee Relations
- Team Building
- Training
- Professional Development
- Marketing

Industry Experience

- Human Resources
- University Instruction
- Leadership
- Academic Program Director
- Healthcare Administration
- Military

EDUCATION

Master of Health Administration December 2001
Baylor University – Waco, TX
Bachelor of Science – Health Care Management May 1993
Southern Illinois University – Carbondale, IL

EMPLOYMENT HISTORY

University of Central Florida, Orlando, FL 8/12 – Present

Teaching

Program Director (8/13-5/16)

- Program Director for the Health Services Administration Program, providing overarching career and academic guidance to more than 1450 degree seeking students.
- Monitor and evaluate undergraduate teaching faculty to include 30 adjunct professors
- Authored the self-study document for the Association of University Programs in Health Administration (AUPHA) resulting in a successful recertification of the BS-HSA program
- Assist the undergraduate faculty in building online classes and designing course delivery for the face to face class sessions

Associate Instructor

- Full time faculty member serving as an instructor for the Undergraduate and Graduate Health Administration Programs.
- Provided 164 credit hours of instruction (56 Classes) to more than 3000 students (more than 7,500 Student Credit Hours) in a variety of settings; Face to Face, Hybrid and Online.
- Completed certification in IDL6543 resulting in becoming a recognized departmental expert in the use of Webcourses and other Learning Management Systems
- Courses Taught
 - Healthcare Human Resources
 - Healthcare Finance
 - Health Economics
 - Organizational Behavior and Human Resources for Healthcare Executives
 - Leadership for Healthcare Executives
 - Healthcare Administration Capstone
 - U.S. Healthcare Systems
 - Organization and Management for Health Agencies I and II
 - Quality Management
 - Health Law and Ethics

Service

University Service

- In Unit Professional Development Leave Committee Member for 2018/19
- Male Mentoring Group

College Service

- Chair, Employee of the Year Committee
- Member, Teaching Incentive Program Committee
- Member, Undergraduate Coordinator Committee
- Member, Curriculum Review Committee
- Member, Department Chair search committee
- Member, Honors in the Major Scholarship Review Committee
- Member, Sabbatical Committee

Department Service

- Search Committee Chair for 2 successful faculty searches
- Search Committee Member for multiple faculty searches
- Member of the Departmental Promotion and Tenure Committee
- Thesis Chair for Honors in the Major student project
- Guest Speaker for various student organizations at the University of Central Florida
- Faculty advisor for the Graduate Health Network
- Member, Student Conduct Committee
- Member, Budget Committee

Other Service

- Member, Health Administration Press/Association of University Programs in Healthcare Administration Editorial Board for Undergraduate Studies
- External Reviewer for Health Services Administration Programs at Walden University
- Guest Speaker and panel member for the American College of Healthcare Executives Early Careerist Seminar
- Chair, HAP/AUPHA Editorial Board for Undergraduate Studies
- Guest Speaker for UPD
- Orange County Public Schools Teach-In Program

Research

Internal Grant

- University of Central Florida Winter 2012, \$1000
 - Presenter: Excelling as a New Faculty Member---2012 Winter Faculty Conference

Professional Development and Certification

- Teaching Incentive Program Award---University of Central Florida 2017
- Excellence in Undergraduate Teaching Award---College of Health and Public Affairs 2014
- Completed certification in IDL6543

Department of Veterans Affairs, Orlando, FL

8/09 – 7/12

Administrative Officer

Major Accomplishments

- Prepared multiple business case analyses to support the addition of professional staff. This included job analysis, job design and selection criteria
- Responsible for the preparation of 80 performance appraisals on an annual basis.
- Designed and implemented a performance pay matrix providing the framework for financial incentives to outstanding employees
- Instrumental in the preparation of professional interview panels, designed to effectively evaluate potential employees, resulting in the hiring of 6 new employees.

- Managed Ongoing and Focused Professional Performance Evaluation for 40 physicians designed to monitor professional growth and performance, leading to the retention of quality employees.
- Managed time and leave, to include payroll certification for 80 employees.
- Prepared business plans to ensure appropriate management and distribution of assets.
- Proctor and mentor for University of Central Florida Internship Program.
- Provide statistical reports to the Director identifying compliance and access to care issues.
- Prepare management recommendations to enhance credentialing and privileging.
- Prepare monthly performance reports to Regional Headquarters identifying performance measures to improve the delivery of care.
- Managed requests for information from corporate headquarters, collaborating with 7 regional clinics within the enterprise.
- Member of the Patient Centered Care Committee.

Administrative Officer

United States Navy, Branch Medical Clinic Kings Bay, GA

2/07 – 8/09

Major Accomplishments

- Successfully managed the staffing of a 20-bed minimal care facility with 108 staff members, ensuring 100% position fill rate.
- Prepared and presented 16 staff performance appraisals on an annual basis.
- Increased workload reporting compliance by 40% that resulted in the establishment of 6 new positions required to meet the health care mission.
- Managed \$60,000 training budget to ensure all continuing education requirements were at 100%.
- Converted a housekeeping service contract to Full Time Equivalents (FTEs) resulting in an annual savings of \$227,000.
- Revised numerous policy and procedure manuals that resulted in increased patient and customer satisfaction.

Health Services Support Officer

United States Navy, 2d Marine Logistics Group, Camp Lejeune, NC

6/04 – 1/07

Major accomplishments:

- Coordinated with subordinate administrators to ensure the deployment of appropriately staffed and equipped Aid Stations to provide primary medical care and readiness maintenance to more than 5,000 service members while deployed to the Al Anbar Province, Western Iraq.
- Authored multiple documents in accordance with higher headquarters orders, outlining guiding principles of medical support for 6 combat casualty trauma centers located throughout a 500 square mile area.
- Manager of the Patient Evacuation Team. Provided oversight in the air movement of more than 6,000 patients through the theater MEDEVAC system, including operational guidance critical to the movement of patients to the appropriate echelon of care, with 100% accountability.
- Prepared and presented 16 staff performance appraisals

Department Head, Human Resources Management

U.S. Navy, Naval Hospital Jacksonville, FL

6/01-5/04

Major Accomplishments:

- As the Commanding Officers representative, I was a recognized technical writing expert and was responsible for reviewing more than 700 annual performance appraisals for completeness and accuracy. This resulted in a consistent, fair and equitable approach to the performance appraisal process.
- Team leader for Total Force Management Council. Led the 15-Member Board of Directors through position management evaluations, ensuring the appropriateness of job analysis, job design, selection criteria and recruitment processes when establishing new positions; to include the economic impact as the result of new hires.
- Assisted in managing a payroll of more than \$30M.
- Revised the special pays program for health care professionals, reducing the processing time of 450

- annual requests totaling more than \$1M by 65%
- Directly responsible for a 33% promotion rate for staff assigned to Human Resources.
- Reduced awards backlog by 70% in a two-month period resulting in an increase in employee satisfaction

Operations Officer

U.S. Navy, 1st Force Service Support Group, Camp Pendleton, CA

1996 -1999

Major Accomplishments:

- Coordinated with higher headquarters in developing and implementing the unit training plan to meet the requirements of more than 400 personnel.
- Responsible for the procurement, maintenance and distribution of medical supplies and equipment totaling more than \$500,000 with 100% accountability.
- Procured and delivered medical equipment and supplies totaling more than \$50,000 to support humanitarian medical missions throughout the country of Jordan.
- Expertly prepared a staff of 23 for a no notice Commanding General inspection that resulted in zero discrepancies and a score of mission capable.

Other Service

- Member, Association of University Programs in Health Administration
- Participant with the Orange County Public School “Teach In” program at Lake Nona High School