

Ann Taylor

Summary of Qualifications

- Comprehensive experience in developing, implementing and training businesses to provide superior customer/client service
- Comprehensive management experience of professional teams and individuals
- Thirty+ years of management experience in planning, implementing and maintaining efficient and productive standard business and medical practices for several businesses concurrently
- Skilled at effectively analyzing, assessing and documenting clients' specifications and business requirements, developing and implementing sound methodologies, and communicating same to "in-the-industry" and lay personnel for desired satisfactory outcomes.

Membership

- Independent Contractor with 21 Century Profits 4 U
- Bright Star Call Center Member

Work Experience

Aug 1997 – Present **ONTARIO, Canada** **Consultant/Entrepreneur/Facilitator**

- CEO, Faith In Motion Health and Wellness (2009 – Present)
- Review, develop and implement new and/or restructuring plans for businesses to maximize profit margin, while acquiring or maintaining client base by providing superior customer service
- Consultation/facilitation in customer service, telemarketing, developing and maintaining client contact management databases
- Provide financial education, strategies and solutions to businesses and individuals, tailored to their needs and goals
- Internet consulting, including developing and training on Internet navigation, e-mail use, and setting up web sites
- Expanding DataPrise business interests into Canada (1997 – 2012)
- President of InfoSearch Inc. (2004 – 2010)
- President – Step Easy Orthotics Inc. (2003 – 2009)
- Volunteer responsibilities – Secretary/Treasurer and a Director of Condominium Board PCC 240, and Church Pianist, Choir Director

Jul 1990 – Aug 1997 **DataPrise Incorporated** **Valley Stream, NY** **Computer and Medical Management Consultant**

- Managed medical and business facilities to optimize patient care and increase business efficiency for small and medium sized companies
- Provided managing consultation on new medical office set up and existing office renovation including selection and monitoring of location, architect and design plans, construction company, furnishings, staff recruiting and training, marketing and service
- Utilized medical and business management knowledge to train both medical and support staff personnel
- Spearheaded several clinical trial research projects
- Utilized computer software knowledge to create smoother documentation process to integrate business and customer/patient records specific to that client's requirements.
- Involved in all phases of development of custom software programs and evaluation of "off-the-shelf" software programs designed to maximize efficiency and productivity, including identification of program purpose, flow chart design, source coding, debugging, alpha and beta testing,

installation, training and on-going technical support.

- Supervised all personnel (programmers, technicians, sales and office support), and day-to-day operations.
- Developed client-specific medical office procedures and policies, and provided detailed documentation (on-line and/or printed) for help and support.
- Close interaction with clients in developing comprehensive hands-on orientation and maintenance programs for efficiency in medical facilities
- Conducted in-office seminars on medical-legal issues, and reported on seminars attended on behalf of client

Jul 1988 – Jul 1990 JLS Inc. Cambria Heights, NY
Office Manager & Software Applications Trainer

- Full charge of day-to-day activities and all phases of the operation for the computer consultant firm
- Supervision of all personnel – technical, sales, programming, clerical staff – recruitment, performance review, promotion and termination
- Training, servicing, and troubleshooting of various software/hardware
- Medical billing service

Sep 1985 – Jul 1988 Carlisle L. St. Martin, M.D. Forest Hills, NY
Office Manager

- Full charge of day-to-day activities and all phases of operation within this very busy medical practice

Education

Ongoing continuing education, seminar and conference attendance on financial, medical and information technology issues.

License – Life Insurance Representative in Ontario 2004 - 2010

Sep 1982 – Jul 1985 New York College of Podiatric Medicine New York, NY

Sep 1974 – May 1978 University of Winnipeg Winnipeg, MB
Bachelor of Science – Majors in Chemistry and Mathematics

Interests

Pianist, Director of Children, Youth and Adult choirs at various churches
Children and Youth Mentor
Reading, meeting people, helping others, travelling, swimming, walking