

*Jamie Yasmeeen Constance Gearon*  
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**EMPLOYMENT EXPERIENCE IN VHA**

**VA Greater Los Angeles Healthcare System**

**02/19/2017 – 10/09/2017**

Job Title: Detail & **Chief, Systems Redesign Coordinator**

**12/20/2017-Present**

Grade: 12/6

Last Promotion: 08/04/2019

Full Time/Weekly Hours: 40

Supervisor: Amit Kothari, MD, Chief of Staff (213) 808-7731

- As Chief I was responsible for building the office at VAGLAHCS, which included identification of roles and responsibilities, the drafting of PD, and standard work and within six months I hired and oriented all staff
- I have 10 years of experience with complex process improvement facilitation and process mapping/documentation.
- With several leadership training courses within VA and my legal background I am confident in my communication skills and ability to represent complex systems in approachable ways verbally, graphically, and in writing.
- To track projects in one of the largest VA medical facilities, I must be detail oriented, excellent at meeting deadlines with well-developed time management skills
- I am familiar and use daily software programs including: Excel, Word, PowerPoint, VISIO, and MS Project. Mini-Tab, Adobe Pro, SPC Excel, etc.
- I incorporate robust data usage in establishment of current state and project efficacy determination
- I am a strong facilitator versed in working with highly passionate groups to reach consensus having led projects in one of the largest VA as well as led and been on National Collaboratives and VISN wide project efforts.
- I prepare and present executive level reports and provide training form process improvement.

**VA Central California Healthcare System**

**05/19/2013 – 12/20/2017**

Job Title: **Program Management Analyst/Systems Redesign Coordinator**

Grade: 12/5

Last Promotion: 5/19/2013

Full Time/Weekly Hours: 40

Supervisor: Danielle Shapazian, (559) 225-6100 ext. 4868

- I led the VISN 21 project on Patient Centered Care which has a high focus on service recovery and bringing value to the Veteran
- As a Quality Management staff, I assist the team leader in a broad range of quality improvement and health care program inspections and evaluations.

- As a Quality Management staff, I assist with planning, coordination, and/or conduct extensive pre-inspection research, monitor team members progress, and provide guidance as needed.
- I regularly draft impactful written reports, executive summaries, and briefings.
- During reviews I'm involved in I provide accurate information through professionally delivered briefings to OIG leaders, Congressional stakeholders, and VHA managers and staff.
- As a Quality Management staff, I have experience providing clinical healthcare services requiring interpretation of various medical regulation and directives.
- As a Quality Management staff, I have experience providing, conducting, or implementing healthcare services, reviews, inspections, and program evaluations.
- As a part of the Strategic Planning Team I work closely with facility executives and managers in coordinating goals and operational plans for administrative, clinical and other service activities.

**Central California VA Health Care System**

**02/2012 – 05/19/2013**

Job Title: **Supervisory Management Analyst / Executive Assistant to Chief of Staff Office**

Grade: 12

Last Promotion: 8/15/2012

Full Time/Weekly Hours: 40

Supervisor: Wessel Meyer, (559) 225-6100 ext. 5650

- I provided clinical healthcare services requiring interpretation of various medical regulation and directives.
- I assisted with local preparation and completion of working papers in accordance with the OIG Operating Procedures Manual.
- I was responsible for responding to OIG inquiries and conducted independent research, analysis, and recommendations. Additionally, I was responsible for responding to clinical congressional; hotline reports and other external and internal suspenses.
- I prepare and present executive level reports and provide training form process improvement.
- As the EA to the Chief of Staff I was responsible for modifying the medical staff by-laws and with that had to be knowledgeable of regulations and standards of various regulatory and credentialing groups.
- I participate in teams, task forces or research groups to analyze problem areas and recommend adjustments to improve existing policy or procedure to achieve desired results.

**Central California VA Health Care System**

**8/2010 – 02/2012**

Job Title: **Health System Specialist/Deputy Planner to the Director**

Grade: Grade GS-0671-09/11

Last Promotion: 8/15/2011

Full Time/Weekly Hours: 40

Supervisor: Al Perry, Director, (559) 225-6100 ext. 5400

- I was responsible for acquisition including Contracting Officer Representative responsibilities and guiding staff on procurement processes/options.

- I was responsible for responding to OIG inquiries and conducted independent research, analysis, and recommendations. Additionally, I was responsible for responding to clinical congressional; hotline reports and other external and internal suspenses.
- I oversee and maintains detailed project schedules and timelines within the portfolio to ensure integration and early identification of opportunities or inefficiencies.
- I prepare and present executive level reports and provide training form process improvement.
- Primary contact for facility Strategic Planning to map the course for all priorities for the upcoming years.
- Developed all SCIP business cases to expand CCVAHCS physical space and was awarded the cooling system project, \$10,000,000.00 land purchase, and parking structure.
- Served as the sole point of contact for VACO and VISN suspenses, ensuring completion and submission of all suspenses.

### **Other Employment History**

#### **Sole Practicing, Attorney at Law**

**07/2010-01/01/2017**

Facilitate alternative dispute resolution through private mediation. Also, represent clients in civil, and family law matters.

#### **Fresno County Economic Opportunity Commission**

**05/2006-10/2009**

Job Title: **Program Coordinator**

Weekly Hours: 37.5

Supervisor: Allysunn Williams, Asst. Executive Director of Health Services, (559) 263-1070

- I prepare and present executive level reports and provide training form process improvement.

#### **WestCare California**

**06/00-05/03 & 01/04-1/08**

Job Title: **Program Coordinator**

Weekly Hours: 40

Supervisor: Angie Jenkins, Director of Adolescent & Adult Services, (559) 251-4800

- As a certified substance abuse counselor, I provided clinical substance abuse treatment for youth and adult patients.
- I prepare and present executive level reports and provide training form process improvement.

#### **Fresno County Adult Behavioral Health**

**06/2003 - 01/2004**

Job Title: **Senior Substance Abuse Specialist (Senior SAS)**

Full Time/Weekly Hours: 40

Supervisor: Linda Weins, RN, Director of PATHS (559) 453-6043

- Here my job was the supervisor so I provided all quality assurance checks and reviews.
- As a certified substance abuse counselor, I provided clinical substance abuse treatment for methadone patients.

- I prepare and present executive level reports and provide training form process improvement.

**EDUCATION**

San Joaquin School of Law Juris Doctorate, 2008	901 5 <sup>th</sup> Street, Clovis, CA 93612	08/2003 – 05/2008
National University MBA, 2003	20 E. River Park, Fresno, CA 93720	08/2001-01/2003
California State University, Fresno, Bachelor’s of Science, Criminology	5150 N. Maple, Fresno, CA 93740	08/1995 – 05/2000
Herbert Hoover High School Diploma, 1995	5550 N. First, Fresno, CA 93710	08/1991-06/1995

**LICENSES & CERTIFICATIONS**

- Improvement Advisor Academy, 2020
- Transformational Coach, 2020
- Inpatient Flow Academy 2018
- Black Belt Certified, 2016
- Yellow and Green Belt Certified, Purdue/VA-CASE, 2014-15
- Leadership Development Institute, 2012
- VHA Certified Mediator, 2011
- VHA/DoD Space and Equipment Planning (SEP), 2010
- Attorney, Member of State Bar of California, Bar #: 270113, 2010
- Certificate for Grant Writing & Resource Development, 2009