

THOMAS E. SUMMERVILLE

7211 Holden Drive • Fort Wayne, IN 46835

Email: Summerville.Thomas@yahoo.com • (260) 418-6760 (Cell)

MANAGEMENT EXECUTIVE

Supervision • Program Development • Operations Management

Talented management executive with several years of experience in management, supervision, and program development and implementation and operations. Able to learn quickly and adapt to any situation or environment. Capable of handling multiple tasks and completing projects with the highest level of expertise. Experienced with job quoting, project management, manufacturing/production overhead, compensatory rates, and BQIS. Extremely successful in developing and motivating individuals from an operational standpoint.

EXPERTISE & SKILLS

MODAPS • Medical Waivers • Financial Statements • Manufacturing/Production • ISO 90001 • BQIS
Problem Solving • Minimum Wage Certificate Knowledge • Supervision • Multi-Tasking
Department of Labor Knowledge • Staff Development and Motivation • Production/Ratio Billing
CARF Standards • Payroll Processing • Governmental Notification Processes • Detail Oriented • Team Building

PROFESSIONAL EXPERIENCE

Easterseals Arc of Northeast Indiana – Fort Wayne, IN

Network President of Operations/Chief Operating Officer

July 2020-Present

- Supervise Information Technology, Quality Assurance, and program leadership
- Help develop and implement strategic vision and plans of the network
- Ensure growth and alignment with operations and the strategic plan
- Oversee and provide recommendations for Standard Operating Procedures for the network
- Ensure state and federal compliance throughout the network
- Formulate and execute plans of growth for the network.
- Maintain relationships with state partners
- Look for program and staff development opportunities
- Ensure plans are executed for financial stability of the organization by program leadership
- Look for strategic ways to implement new and innovative services
- Provide direction for program leadership
- Develop growth opportunities of program and network leadership

Vice President of Employment and Community Supports

June 2017- July 2020

- Help implement the strategic vision of the organization through leadership and supervision
- Develop and revise Standard Operating Procedures for the agency as it relates to department
- Ensure state and federal compliance throughout the organization
- Formulate and execute plans of growth for the agency
- Develop relationships with state partners
- Look for program and staff development opportunities
- Ensure the financial stability of the organization
- Maintain oversight over the operations of the organization and ensure quality is in place
- Look for strategic ways to implement new and innovative services
- Provide direction for program directors as well as other program managers
- Develop management team in a professional and profitable manner
- Create community partnerships that will positively impact the organization.

Director of Adult Day, Transitions and Employment Services

February 2014 – June 2017

- Perform human resource functions such as hiring and interviewing of supervisors and caseworkers within the department.

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- Manage department budget of three million dollars.
- Supervise caseworkers and receptionists
- Develop and revise the Standard Operating Procedures for department as needed.
- Maintain compliance with ISO 90001 as well as maintain safety compliance and OSHA standards.
- Develop and implement department training for all incoming staff members.
- Evaluate MODAPS on a yearly basis to ensure accuracy.
- Monitor monthly financials and make appropriate operational adjustments.
- Train all new incoming supervisors.
- Evaluate compensatory wages annually to ensure pay accuracy.
- Performed mortality reviews

Parkview Regional Medical Center – Fort Wayne, IN

January 2009 – June 2012

Audiology Technician

- Performed Audiological evaluation on all newborns within area hospitals.
- Prepared Auditory Brainstem Response (ABR) evaluation reports for State of Indiana.
- Communicated testing results to physicians and families.
- Proposed written recommendations for all newborns screened.
- Maintained supplies and routine maintenance for the ABR Testing equipment.

Shoe Carnival – Fort Wayne, IN

July 2003 – February 2009

Mic Man

- Promoted sales by timed specials throughout the store.
- Supervised cashiers and front end staff.
- Coordinated shipping and receiving of stock.
- Counted and maintained money safe and numerical data for cashiers.

Previous Professional Experience:

Indiana University Purdue-University Fort Wayne – Fort Wayne, IN

August 2008 – June 2010

Senior Resident Assistant

EDUCATION AND PROFESSIONAL CONTRIBUTIONS

Master of Business Administration

Indiana University – 2015

Bachelor of Science in Communication Science Disorders (Speech Pathology)

Purdue University – 2012

Brightpoint

Boardmember

AmeriCorps Vista

Community Harvest Food Bank

Volunteer

IPFW

Peer Tutor