

ERIC ROY

MILITARY HEALTH CARE ADMINISTRATOR

INFO

ADDRESS

2214 SUNSET COVE CIRCLE,
OTTAWA, K2J 0T9, Canada

PHONE

613-293-4929

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DATE / PLACE OF BIRTH

30 Sep 74
Hull, Qc

NATIONALITY

Canadian

SKILLS

Problem Solving Skills



Microsoft Office



Decision Making Skills



Business Development
Strategies



Strong Critical Thinking
Skills



Complex Problem Solving



Multitasking Skills



Project Management Skills



Excellent Communication
Skills



Leadership Skills



Innovative Problem Solving



Interpersonal
Communication Skills



PROFILE

Experienced and self-motivated Senior Military Health Care Administrator bringing forth valuable industry experience and a passion for management. Results oriented with a proven track record of working collaboratively with team members to achieve goals. Experienced in training design, implementation and evaluation; human resource management and financial management at all operational levels.

EMPLOYMENT HISTORY

Chief of Staff, 1 Dental Unit

Ottawa

Jun 2020 — Present

Oversee strategic business initiatives from development through successful execution under the guidance of senior leadership and departmental heads

Assist and communicate with senior management in decision-making, program management, and initiative implementation

Review, design, and execute on improvements to org structure, find knowledge and skills gaps and help address them

Improve current processes and coordinate organizational procedures for optimized efficiency and productivity

Serve as liaison between staff, executives, senior leaders, and non departmental personnel, regarding unit climate, military and civilian staff well-being, project updates, proposals, and planning

Assist and provide guidance with new hires, including documentation and on boarding, and collaborate to address and resolve all human resource concerns

Oversee daily operations through collaboration with senior management and department leaders, performing an array of administrative tasks from managing calendars, generating correspondence, maintaining hard copy and electronic files, planning and coordinating annual meetings, and scheduling facilities

Build and develop relationships with all personnel for increased efficiency and effective responsiveness into existing operations, and help to define new operational strategies, working with Commanding Officer and other personnel on special projects

Serve as a subject matter expert, handling inquiries and developing action plans to address them, and assisting with the preparation and dissemination of communications

J7, 4 Health Services Group Headquarters

Montreal, Qc

Aug 2018 — Jun 2020

Joint Force Training Development for Medical Personnel from Winnipeg to Newfoundland (approx 4500 pers)

Joint Capabilities development, assessment, and transition; strategy and planning; program development and execution; analysis and reporting of training both domestic and operational

LANGUAGES

English



French



Spanish



Joint Interoperability Improvements in regards to training

Joint Professional Military Education policy review and implementation

Joint Individual and Staff Training strategy and policy and program management for both Regular Force and Reserve force

Major exercise planning, conducting and evaluation

Oversaw a staff of 10 with support to units across the country

Ensured Medical Maintenance of Skills was achieved for 4500 personnel

Acted as Chief of Staff for 4 health Services Group in their absence

Administration Officer, Directorate of Medical Policy

Ottawa

Jun 2015 — Aug 2018

Planned, directed and managed the operation of Directorate of Medical Policy

Supervised a large diversified administrative program, which involved coordinating the work performed in separate locations throughout Canada

Prepared reports and data of a complex nature for the department.

Designed and/or reviewed systems and procedures to accommodate new or additional work or to provide improved efficiency.

Supervised and trained subordinate staff.

Act as advisor on administrative matters to senior management and to regional offices/personnel.

Carried out special assignments for senior personnel.

Co-ordinate work in regional offices.

Analyzed various reports and made recommendations to senior personnel.

Creating the directorate annual Business planning and forecasting submission

Monitoring of financial in-year management, tracking and adjustments as required

Liaise with Human Resources to build and staff vacant positions

Receive, research and brief executive on time sensitive issues such as Ministerial Inquiries, Access to information requests and similar

Respond to queries from both military and civilian personnel

Performed other duties as assigned.

Administrative Officer/2IC Medical Company, 1 Canadian Field Hospital

Petawawa

Mar 2013 — Aug 2015

Advising and providing information to the commander

Preparing, updating, and maintaining estimates

Making recommendations on Medical Company and Hospital setup and treatment plans

Preparing plans and orders in regards to hospital setup, administration and movement

Monitoring execution of decisions on hospital

Processing, analyzing, and disseminating information

Identifying and analyzing problems

Conducting staff coordination

Conducting training

Performing staff assistance visits

Performing risk management
Conducting staff writing
Performing staff administrative procedures
Supervising staff section and staff personnel

**Staff Officer, Canadian Forces Health Services Group
Headquarters- Deputy Commander**

Ottawa

Apr 2010 — Aug 2013

Advising and providing information to the commander
Preparing, updating, and maintaining estimates
Making recommendations
Preparing plans and orders
Monitoring execution of decisions
Processing, analyzing, and disseminating information
Identifying and analyzing problems
Conducting staff coordination
Conducting training
Performing staff assistance visits
Performing risk management
Conducting staff writing
Performing staff administrative procedures
Supervising staff section and staff personnel
traveled with Surgeon General as Aide de camps and provided support

EDUCATION

**Bachelor of Military Arts and Sciences, Royal Military
College of Canada**

Kingston

Sep 2005 — Aug 2008

**Masters in Business Administration-Speciality in
Health Care Management, University of Phoenix**

Mar 2013 — Oct 2015

REFERENCES

References available upon request