

Gerald Easlick Shirely

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Professional Summary

Highly accomplished and empathetic leader with extensive experience in healthcare administration, skilled nursing facility operations, and cybersecurity. Proven ability to manage complex operations, drive patient engagement, and ensure regulatory compliance, with a strong focus on population health management and operational excellence. Adept at supporting development vice presidents in achieving long-term market strategy and financial goals, pursuing acquisition opportunities, and building strategic relationships within local healthcare dynamics.

Work Experience

Administrator, Harold and Grace Upjohn Community Care Center, Kalamazoo, MI — March 2025 - Present
Reporting to the Chief Executive Officer, this role encompassed operating and maintaining a 5-star rated Skilled Nursing Facility, ensuring exceptional service delivery and operational efficiency.

- Monitored the day-to-day operations of the facility to ensure compliance with all regulatory guidelines and alignment with strategic operational goals, contributing to population health management initiatives.
- Managed and monitored facility expenses to ensure strict budget compliance and optimize cost management, demonstrating strong financial acumen and expense control.
- Conducted daily labor monitoring to maximize staffing PPD while staying within budget, demonstrating strong accountability and KPI tracking.
- Employed a 'Lead by Walking Around' approach to foster visibility, engage with staff, and gather insights, enhancing employee engagement and communication skills.
- Ensured the facility's adherence to all regulatory guidelines and operational standards, including health regulation policy knowledge and compliance projects management.
- Collaborated with regional support staff, providing clear and concise updates on facility operations, facilitating effective communication and executive collaboration.
- Served as a role model for the organization's mission and vision, embodying leadership principles and committed to service delivery excellence.
- Operated an 84-bed nonprofit skilled nursing facility, driving performance and resident satisfaction through continuous improvement and process optimization.

Executive Director, Holt Senior Care and Rehab, Holt, MI — April 2023 - March 2025

Reporting to the Vice President of Operations, this role encompassed operating and maintaining a CMS 5-Star-Rated Skilled Nursing Facility, with a focus on customer success and relationship management.

- Monitored the day-to-day operations of the facility to ensure compliance and alignment with operational goals, demonstrating strong organizational skills and attention to detail.
- Monitored facility expenses to ensure budget compliance and effective cost management, utilizing KPI tracking for operational excellence.
- Conducted daily labor monitoring to maximize staffing PPD while staying within budget, ensuring accountability and adherence to standard operating procedures.
- Utilized a 'Lead by Walking Around' approach to engage with staff, fostering a positive and supportive work environment and enhancing communication skills.
- Ensured the facility's adherence to all regulatory guidelines and operational standards, including long-term care regulations.

- Collaborated with regional support staff, providing regular updates on facility operations and maintaining strong communication channels, supporting change management.
- Acted as a servant leader for staff, ensuring high morale and fostering a collaborative team environment through empathetic leadership and coaching.

Executive Director in Training, Dimondale Nursing Care Center/Nexcare Wellbridge, Dimondale, MI — July 2022 - April 2023

Partnered with an experienced Executive Director to learn and master the duties of a successful Executive Director, focusing on program development and mentorship.

- Collaborated with management staff to understand the operational roles within a nursing facility, enhancing understanding of service delivery and process design.
- Trained under an experienced Executive Director to learn job-specific duties, focusing on leadership and strategic management, including mentorship.
- Participated in cross-facility training to gain a comprehensive education on nursing facility operations and care management.
- Provided HR support, recruitment assistance, and Executive Director coverage to other facilities, demonstrating flexibility and teamwork, contributing to recruitment efforts.
- Stepped into the Executive Director role as needed, ensuring continuity of operations and problem solver capabilities.

Lead Patient Flow, Ascension St Mary's Saginaw, Saginaw, MI — December 2019 - July 2022

Managed the logistics of bed placement for a level 2 trauma center and stroke center, coordinating patient movement and ensuring efficient service delivery.

- Collaborated with the Nursing Supervisor to manage the logistics of bed placement for a level 2 trauma center and stroke center, supporting care coordination.
- Reviewed patient charts, including medications, lab results, and diagnoses, to ensure appropriate patient placement and clinical insight, demonstrating clinical experience.
- Managed the logistics of patient movement between units, optimizing workflow delegation and process design.
- Spearheaded the admission of direct admits from outlying hospitals or physician offices, streamlining the intake process and improving patient engagement.
- Activated and coordinated tele-stroke procedures, ensuring rapid patient transport and readiness of medical teams, demonstrating incident response capabilities and health technology utilization.
- Coordinated mutual patient transfers with other hospitals to ensure patients received appropriate care, showcasing relationship management and outreach.
- Liaised with emergency transport agencies, including MMR and Flight Care, to ensure seamless coordination and effective communication.

Education

Cybersecurity and Information Assurance (Bachelor's degree), Western Governors University, Remote — January 2026 - Present

Healthcare Leadership (Master's), Western Governors University, Remote — March 2020 - March 2022

Long Term Care Administration (Certificate), Ferris State University, Big Rapids, MI — April 2021 - August 2021

Business Management (Bachelor of Science), Western Governors University, Remote — November 2017 - February 2019

Skills

Customer Engagement, Leadership, Workflow Delegation, Clinical Insight, Geriatrics, Skilled Nursing Facility Operations, Financial Reporting, Team Development, Expense Control, Employee Engagement, Care Facility Supply

Management, Care Facility Maintenance Management, Continuous Quality Improvement (CQI), Relationship Building, Training & Development, Budget Management, Team Management, Information Systems, Community Living Facilities Investment Management, Care Facility Infection Control, Labor Control, Care Facility Resident Satisfaction Surveys, Performance Coaching, Staff Scheduling, Benchmarking, Collaboration with Healthcare Professionals, Long-Term Care Facility Experience, Customer Service, Relationship Management, Care Facility Environmental Safety, Cost Analysis, Cybersecurity, Logistics, Customer Success Strategy, Nursing Home Administration, Healthcare Financial Management, Problem Solving, Empathy, Care Facility Compliance Projects Management, Long-Term Care Regulations, Strategic Management, Root Cause Analysis, Managerial Strategic Planning, KPI Tracking, Process Improvement, Incident Response, Healthcare Administration, Training and Coaching, Executive Collaboration, Working with Geriatric Patients, Care Facility Emergency Preparedness, Rehabilitation Center Experience, Microsoft 365 Proficiency, Health Regulation Policy Knowledge, Regulatory Insight, Budgeting, Business Planning, Google Workspace, Documentation, Service Delivery, Business Reviews, Cost Management, Cyber Security, Technical Requirements, Client Communications, Program Development, Microsoft Certified, CompTIA A+, Sales Support, Consulting, Organizational Skills, Provide Guidance, Entrepreneurial, Accountability, Communication, Empathetic, Mentoring, Committed, Set Goals, Creative, Teamwork, Empathy, Population Health Management, Health Technology, Case Management, Process Design, Contact Center, EMR, Operational Excellence, Constructive Feedback, Communication Skills, Attention to Detail, Care Management, Problem Solver, Empathetic, Committed, Outreach, Presentation Skills, Consulting, Management, Finance, Economics, Health Systems, Healthcare, Presentation, Powerpoint, Excel, Interpersonal Skills, Teamwork, Accountability, Continuous Improvement, Service Excellence

Certifications and Licenses

CompTIA A+, February 2026 - February 2029

Licensed Nursing Home Administrator, July 2021 - July 2027