

Nasim Salazar

☎ (303) 555-7419 ✉ nasim.salazar@example.com 💻 linkedin.com/example/nasimsalazar 📍 Aurora, CO 80012

SUMMARY

Health compliance inspector with six years of experience supporting **healthcare quality programs**, facility assessments, complaint review, regulatory documentation, and inspection workflows. Conducts structured reviews, gathers evidence, documents observations, prepares **compliance findings**, and applies healthcare standards during facility activities. Experience includes quality assurance reviews, readiness assessments, reporting, staff instruction, and follow up communication with clinical and administrative teams. Uses Microsoft Office for organized records, reports, tracking materials, and review summaries. Strong written and verbal communication supports clear findings and productive discussions with healthcare personnel. Comfortable with field travel, facility visits, extended standing, walking, **professional inspection equipment**, required surveyor training, and continuous **professional development**. Brings practical judgment and careful documentation that support safe, compliant healthcare operations and dependable regulatory reporting.

EXPERIENCE

Health Compliance Specialist

January 2023 - Present

MountainCare Network

Aurora, CO

Supports **healthcare compliance** reviews, facility assessments, complaint documentation, **quality assurance** activities, staff instruction, and regulatory reporting. Works with healthcare teams to organize evidence, clarify observations, and strengthen inspection methods.

- Evaluated facility processes and records during compliance reviews, clarifying gaps for quality discussions.
- Organized assessment **evidence** by regulatory requirement, helping reviewers trace **observations** through supporting records.
- Prepared inspection summaries in **Microsoft Office**, giving teams clear material for improvement meetings.
- Reviewed complaint documentation and follow up notes, helping resolve questions through organized communication.
- Applied quality review feedback during later assessments, improving consistency across **inspection workflows**.
- Trained staff on documentation expectations, making compliance practices easier to follow during daily operations.

Healthcare Quality Coordinator

June 2020 - December 2022

Health Quality Partners

Denver, CO

Coordinated **healthcare** quality documentation, facility readiness activities, educational sessions, reporting, and operational assessments. Partnered with clinical and administrative teams to identify process gaps and support dependable compliance preparation.

- Reviewed service documentation against quality expectations, helping teams spot process gaps before formal assessments.
- Maintained compliance records in **Microsoft Office**, giving quality meetings dependable reporting material.
- Built facility readiness checklists, helping staff organize operational **evidence** before review activities.
- Coordinated educational sessions on procedures and documentation, supporting clearer practice across participating teams.
- Tracked review findings and follow up actions, keeping improvement conversations focused and actionable.
- Collaborated with clinical and administrative partners, turning shared **observations** into practical quality initiatives.

PROJECTS

Facility Readiness Review 📅 2022

Coordinated a readiness review with clinical and administrative partners. Shared checklists, compared documentation, and helped teams close gaps before formal quality discussions.

Complaint Documentation Workflow 📅 2024

Supported a complaint review workflow through evidence organization, record comparison, and follow up communication. Clear documentation helped reviewers reach consistent findings.

LEADERSHIP & AWARDS

- Recognized by quality leadership for dependable compliance documentation and clear inspection summaries.
- Selected to provide staff instruction on documentation practices and healthcare compliance expectations.
- Commended by project partners for organized facility readiness support and constructive communication.

EDUCATION

Bachelor of Science in Public Health

2020

Colorado State University GPA: 3.5

Fort Collins, CO

Coursework: Healthcare compliance, public health policy, quality assurance, regulatory systems

CERTIFICATIONS

- Healthcare Quality Improvement Certificate 📅 2024
- Regulatory Compliance Training Certificate 📅 2022

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, Outlook
- **Compliance Documentation:** Inspection summaries, Findings records, Regulatory reports
- **Facility Surveys:** Readiness checklists, Process reviews, Operational assessments
- **Evidence Management:** Record collection, Observation notes, Supporting documentation
- **Quality Assurance:** Quality reviews, Process gap analysis, Improvement tracking
- **Complaint Review:** Complaint records, Follow up communication, Case documentation
- **Healthcare Standards:** Regulatory requirements, Healthcare procedures, Compliance expectations
- **Reporting Tools:** Tracking materials, Review findings, Quality meeting reports
- **Training Support:** Staff instruction, Educational sessions, Surveyor training
- **Field Inspection:** Facility visits, Inspection equipment, Walking assessments

SKILLS

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|----------------------------|----------------------------|-------------------------|---------------------|
| • Healthcare compliance | • Quality assurance | • Written communication | • Quality reviews |
| • Facility surveys | • Regulatory documentation | • Verbal communication | • Staff training |
| • Complaint investigations | • Inspection procedures | • Healthcare operations | • Field assessments |
| • Evidence collection | • Microsoft Office | • Compliance findings | |

PROFESSIONAL AFFILIATIONS

- Healthcare quality improvement professional community participant, focused on practical compliance methods.
- Public health alumni network member, connected with healthcare operations and regulatory practice.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST