

James W. Civik

9731 S. Winchester Avenue

Chicago, IL 60643

773/239-3234

jcivik@aol.com

OBJECTIVE

To apply the analytical and planning expertise that I have acquired during a 21-year career in organizational management, and to make use of the skills and knowledge that I have acquired as a doctoral student.

PROFESSIONAL ACCOMPLISHMENTS

Strategic planning Solicited, organized and analyzed data for numerous purposes, including development of member services, projecting demographic changes in organizational populations, assessing the impact of various policy alternatives, and developing multi-year budgets. Facilitated or supported numerous long-range planning processes. Designed and conducted focus groups and surveys, for the purpose of formulating an accurate assessment of organization's existing and evolving operating environment.

Governance and board / committee support Served as chief staff officer of a 3,700 member national health care professional society. As an account executive with a management company, served as executive director of three national trade associations. Provided comprehensive staff support to volunteer networks consisting of physicians, other health care professionals, bankers and prominent local business people.

Product development and marketing Utilizing the results of comprehensive needs-assessment processes, developed and marketed wide range of products and services. These included web sites, automated job bank, technical publications, educational programs, advertising support services, group purchasing opportunities, insurance-based deferred compensation program and multibank holding company compensation report. Established for-profit subsidiary corporation to research, plan and evaluate new products.

Government relations Principal lobbyist with responsibility for all aspects of a highly successful government relations program. Represented the Illinois banking industry as part of numerous coalitions assembled to pursue specific policy objectives.

Communications and media relations Planned, designed and marketed journals, newsletters and technical publications. Wrote speeches for others and myself. Also wrote newsletter and magazine articles, press releases and legislative and regulatory position papers.

Budgeting and financial management Created and managed budgets of up to \$1.4 million.

Professional education/convention and conference management Responsible for developing, marketing and evaluating full range of trade shows, conferences, schools and seminars. Planned, executed and evaluated conventions for up to 2000 attendees, plus 350 exhibitors. In each case, the activity was a reliable source of revenue.

HEALTH CARE FINANCING ADMINISTRATION
Certification Specialist

March 1999-present

THE ACCESS GROUP, INC.

1995- 1998

Account Executive

**AMERICAN HEART ASSOCIATION
OF METROPOLITAN CHICAGO**

1991-1995

Manager, South Cook County Division

AMERICAN HOSPITAL ASSOCIATION

1989-1991

Executive Director, Healthcare Information and
Management Systems Society

ILLINOIS BANKERS ASSOCIATION

1979-1989

Vice President - Member Services
Vice President - State Government Relations
Director of Communications and Marketing
Director of Education

UNITED STATES NAVY

1968-1977

Missile Technician First Class (E-6). Top Secret clearance

EDUCATION

Final phase of doctoral studies in Public Policy Analysis, University of Illinois at Chicago. Research has focused on health policy, and on the activities of trade associations and other interest groups.

M.A., Political Science, Loyola University of Chicago (1985)

B.A., Political Science, De Paul University (1978)