

# Dan Curtis

Management, IT, Operations

---

Dan@dancurtis.us • 828.674.4594 • [linkedin.com/in/dancurtis1/](https://www.linkedin.com/in/dancurtis1/)

---

## Profile

Accomplished management professional with a proven track record in all aspects of managing a Primary Care Clinic as a 501(c)(3) organization, including day to day accounting, maintaining all required insurances, licenses, and certifications. Currently returning to Asheville, available full-time as of May 2024.

---

## Professional Experience

Jan 2021 – April 2024 Grant Park Clinic, Board of Directors, Secretary  
Jan 2016 – April 2024, Grant Park Clinic, Practice Management, IT support.  
Oct 2015 – Dec 2015, Grant Park Clinic, IT support

---

## Achievements

Prepared and received CARES Act funds exceeding \$125,000.  
Prepared and received grants from It's The Journey, exceeding \$75,000.  
Prepared applications for ERC funds exceeding \$65,000  
Prepared and presented all Quarterly and Annual Financial Reports to the Board of Directors, 2016-2024  
Appointed to Board of Directors, Secretary, 2021  
Limited operational expense growth to nearly zero, despite industry-wide cost increases greater than 25%  
Specified and Implemented EHR solutions, SoapWare 2015, Athena 2017. All phases of implementation.

---

## Education

2015 BS Psychology  
Kaplan University, Honors, Summa Cum Laude, 4.0 GPA

1998 AA Computer Network Management  
Coastline Community College, MCL, Honors, 3.76 GPA, Dean's List, Presidents List

---