



## Doreen Birchell

**Administrative Manager**  
MUNICIPAL RESOURCE GROUP, LLC

Telephone: (209) 280-6263  
[dbirchell@solutions-mrg.com](mailto:dbirchell@solutions-mrg.com)

Doreen is responsible for Office Operations including proposal management, contract administration, evaluations administrative support, technology functionality, and firm scheduling coordination.

Her background in Healthcare Management gives her a unique capability to coordinate the ever-changing needs of MRG clients and consultants. She has a deep understanding of what it means to curate service to the individual needs of the client. She works with the MRG team to find the right assignment of skills and styles for any project need.

In her previous experience in Healthcare Administration, she managed a team of Administrative and Clinical staff ensuring smooth daily clinical and business operations. Doreen coordinated teams from multiple locations and Cities which translates well to MRG's consultant-partnership organizational model. She was responsible for staff performance and improvement plans. She is well-versed in Human Resources mandates and best practices. Her duties included ensuring compliance with healthcare regulations with HIPPA, OSHA, and billing standards. She implemented electronic health records (EHR) systems improving data accuracy and accessibility. She earned an associate degree in Business Administration from American InterContinental University in Illinois.

**Doreen's Areas of Expertise:**  
*Proposal Management*  
*Contract Administration*  
*Team Coordination*



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