

Charlotte L. Barbee

8363 Frontera Drive □ Sacramento, CA 95829 □ (916) 205-6679 □ clbarbee@ucdavis.edu

June 11, 2026

To Whom It May Concern,

I am excited to express interest in the Pediatric Specialty Practice Manager position at UC Davis Health. With more than 20 years of progressive leadership experience across UC Davis and UC Davis Health, I have built a career dedicated to operational excellence, collaborative leadership, and delivering exceptional service to patients, families, and organizational stakeholders. I am enthusiastic about the opportunity to leverage my diverse background to support the continued growth and success of your pediatric specialty practices.

Throughout my career, I have held various leadership roles, including my current position as Business Operations Manager for the Offices of the Chancellor and Provost. Prior to this role, I served in several healthcare operations positions within UC Davis Health, including Medical Office Service Coordinator Supervisor and Senior Patient Relations Professional. In these capacities, I managed complex clinical and administrative operations, supervised staff, coordinated multidisciplinary teams, resolved patient concerns, and ensured compliance with regulatory and organizational standards. My experience navigating healthcare systems, improving operational workflows, and fostering high-performing teams has prepared me to lead a dynamic pediatric specialty practice.

A significant portion of my healthcare career was spent partnering with physicians, nurses, and clinical staff to address patient complaints and grievances, ensuring timely resolution and compliance with Centers for Medicare & Medicaid Services (CMS) requirements. This experience strengthened my commitment to patient- and family-centered care and reinforced the importance of empathy, communication, and accountability in healthcare leadership.

My leadership philosophy centers on building collaborative relationships, empowering teams, and creating systems that improve both the patient and employee experience. I have successfully led process improvement initiatives, managed complex projects, developed staff, and implemented operational strategies that enhance efficiency while maintaining a focus on quality service delivery.

UC Davis Health's mission to improve lives and transform healthcare strongly aligns with my personal and professional values. I am inspired by the opportunity to contribute to an organization that combines innovative patient care, education, and research while serving the diverse communities of Northern California. I would be honored to bring my operational expertise, healthcare experience, and commitment to compassionate leadership to the Pediatric Specialty Practice Manager role.

Thank you for your time and consideration. I welcome the opportunity to discuss how my background and experience can support the continued excellence of UC Davis Health's pediatric specialty services.

Sincerely,

Charlotte Barbee
Enclosed: Résumé