

ROBERT SMITH

Assistant Administrator II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Experienced Administrator offering strong leadership skills; able to prioritize, delegate task, and make sound decisions quickly, while maintaining the bottom line. 12 years of experience in a medical office and home health.

CORE COMPETENCIES

Administrative Assistant, Management, Property Management, Marketing.

PROFESSIONAL EXPERIENCE

Assistant Administrator II

ABC Corporation - July 2010 – March 2015

Key Deliverables:

- Managed day to day operations of multiple infusion suites.
- Implemented Policy and Procedure Protocols.
- Met with physicians weekly to ensure patients received the best quality of care.
- Setup new Infusion suites inside our referring physicians office.
- Scheduled bi-weekly meetings with all departments and took minutes of meetings.
- Applied insurance payments and noted details of EOB.
- Ran A/R billing reports and reviewed reports with the President of the Company.

Assistant Administrator

ABC Corporation - 2009 – 2010

Key Deliverables:

- For the past four (4) years, I have held performed the duties of Assistant Administrator; maintaining my role as Skill Coordinator which I have performed for the past ten (10) years
- I work one on one with residents, taking them to community outings and developing Implementation Plans from their Support Plans in an effort to give them the opportunity to live their lives to its fullest with as much independence as is possible for each individual
- I have worked with individuals and their various medical conditions, including; g-tubes, j-tubes, trachs and the administration of medications, via all routes
- I perform daily living assistance and support as well as maintain daily logs and reports for each individual
- As Assistant Administrator; I am responsible for payroll, training, background checks and evaluations for six (6) full time employee, as well as maintaining a central file for the Group Home subject to inspections by the state of Florida; Association for Persons with Disabilities (APD)
- Maintain Company Records Payroll Employee Evaluations Employee Records Checks Employee Training PCA to six (6) full time residents Maintain Privacy of all Residents Records Maintaining Reports/Records for the Group Home as well as each resident Administering medications as prescribed/including controlled substance Administering

ROBERT SMITH

Assistant Administrator II

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

Nebulizer treatments Trach/g-tube and j-tube care Attending meetings for the group home as well as Support Plan meetings for all residents Developing Implementation Plan(s) for each resident Maintaining service logs for each individual Filing of reports and summaries for the group home as well as monthly reports for each resident living within the home

- Maintaining group home records, available to the state of Florida for monthly, as well as yearly inspections as pursuant to the group homes licensing agreement with the state of Florida

EDUCATION

- Certification in Medical Assistant - (Professional Career Training Institute - Houston, TX) Diploma - (Stafford High School - Houston, TX)