

ROBERT SMITH

Assistant Administrator III

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Phone: (0123)-456-789

SUMMARY

Certified Medical Assistant and Certified Nursing Assistant Over six years of experience working in a health care facility Superior problem solving and conflict resolution skills Exceptional drive for success and belief in lifelong learning Experienced in Microsoft Office programs including Outlook, Word, Excel, and PowerPoint.

SKILLS

Microsoft Office, Salesforce, CareTracker, Illinois DHS Certified QIDP.

WORK EXPERIENCE

Assistant Administrator III

Eastland Nursing & Rehab/Trinity Healthcare - 2015 – Present

- Accounts payable and process for payment Process all payroll, including time cards, PTO time, and time worked information.
- General orientation of new employees and maintain personnel files.
- Assist in preparing departmental budgets.
- Handle disbursements/collection of personal trust funds and reconcile bank statements.
- Assist the Administrator in any capacity needed when assignments are delegated, or when Administrator is out of the facility.
- Provide administrative and clerical support.
- Maintain resident confidentiality while treating them with dignity, kindness and respect.

Assistant Administrator

ABC Corporation - 2011 – 2015

- Assisted the Administrator in planning, developing, organizing, implementing and directing the day-to-day functions of the facility
- Planned, developed, organized, implemented, evaluated, and directed the Housekeeping, Laundry, and Maintenance Department
- Assisted in the development and implementation of our written policies and procedures that governed the operation of the facility
- Reviewed and approved the implementation of new procedures and organizational plans within each department
- Served on various committees of the facility (i.e., Infection Control, Quality Assurance & Assessment, Safety, etc., as appointed by the Administrator) and provide written/oral reports of such committee meetings to the Administrator
- Maintained current written records of department expenditures and assured that adequate financial records and costs reports were submitted to the Administrator
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Certification in Civic Affiliations - (Tarrant County College - De Leon, TX)B.A. in Business Administration - (American Public University)