

Robert Smith

Healthcare Assistant Administrator

CONTACT DETAILS

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PERSONAL STATEMENT

A competent and experienced leader seeks a challenging opportunity as Nursing Home Administrator, for an organization that has an excellent industry reputation, offers quality services, and values its management team.

SKILLS

Computer Skills, Medical Billing, Medical Terminology, Clinical Health Management, Management Experience, Bilingual, Please See Full Resume For More Detailed List.

WORK EXPERIENCE

Healthcare Assistant Administrator **ABC Corporation - January 2004 - August 2007**

Responsibilities:

- Assisted the Administrator with the development, implementation and enforcement of all policies and procedures, including participant rights.
- Participated in quality assurance program for participant care and staff performance.
- Reviewed and maintained all quality assurance reports and dates Performed pre-interviews for the administrator and also conducted staff orientation and training.
- Completed and updated employee files and health records.
- Created employee schedules, verified credentials and employment history on new employees.
- Established contracts with outside contractors as per state requirements.
- Oversaw the completion of applications and billing for NJ Food Program.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

Assistant Administrator **ABC Corporation - 2000 - 2004**

Responsibilities:

- RESPONSIBILITIES Report to the Plant Manager
- Generate Excel, statistical graphic, production, quality, and over time reports
- Presentations every month or as required
- Responsible of the departments budget, by making a monthly budget report
- Reservations of internal business trips
- Control of invoices of US suppliers
- COURSES Basic Microsoft Excel Excel for advance users Business Administration AS/400 Mapics / JD Edwards GD & T Geometric Dimensioning & Tolerancing Completed three APICS modules for CPIM COMPUTER PROGRAMS Microsoft Office, AS / 400 Mapics, JD Edwards, Olympic, MFG / PRO and SAP, SNP, BI

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Education

Medical Administrative Assistant - 2010(Lincoln Technical Institute - Edison, NJ)

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)