



EMMA JOHNSON


Asst. Interim Administrator

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PROFESSIONAL SUMMARY

Results-focused professional with 7 years of experience in administrative leadership and operational management. Proven track record in enhancing efficiency, ensuring compliance, and fostering team collaboration. Eager to apply strategic planning and problem-solving skills to support organizational objectives and drive performance.

WORK EXPERIENCE



Asst. Interim Administrator  May / 2020-Ongoing
Blue Sky Innovations  Chicago, IL

- 1. Oversees procurement processes, managing both domestic and international purchases while ensuring compliance with budget constraints.
- 2. Serves as interim approver for team expense reports, maintaining high accuracy and adherence to financial policies.
- 3. Maintains comprehensive inventory of assets, managing distribution and security protocols effectively.
- 4. Coordinates external staffing needs, ensuring alignment with organizational goals.
- 5. Collaborates on the planning and execution of key events to enhance team morale and cohesion.
- 6. Exemplifies professionalism and commitment to organizational values in all interactions.
- 7. Consistently fosters a positive customer service-oriented environment across all departments.

Interim Administrator  May / 2018-May / 2020
Lakeside Apparel Co  Chicago, IL

- 1. Managed a 155-bed facility, maintaining a consistent census of 125-130 residents while ensuring quality care delivery.
- 2. Achieved compliance with all regulatory standards, clearing audit tags on the first attempt within 30 days.
- 3. Executed front office operations, including financial management and social media outreach to enhance community engagement.
- 4. Directed daily activities of a skilled nursing facility, resulting in improved operational efficiency and profitability.
- 5. Oversaw administrative functions for the Cardiovascular Services division, ensuring effective service delivery.
- 6. Managed operations across 14 departments in a 530-bed medical facility, optimizing patient care services.

EDUCATION

Bachelor of Science in Health Administration  May / 2016 - May / 2018
University of California  Phoenix, AZ

Focused on healthcare management principles and practices.

SKILLS

Document Preparation

Graphic Design

Multitasking

Analytical Skills

Adaptability

Travel Arrangements

INTERESTS

 Surfing

 Reading Fiction

 Drawing

 Travel

STRENGTHS

 Creativity

 Leadership

 Empathy

 Innovation



LANGUAGES

 English

 Russian

 Italian

ACHIEVEMENTS

-  Implemented a new procurement process that reduced costs by 15%.
-  Achieved 100% compliance on regulatory audits for two consecutive years.