

# ALEXANDER SCOTT

Licensed Nursing Home Administrator

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## PROFESSIONAL SUMMARY

Accomplished Nursing Home Administrator with 5 years of expertise in optimizing operational efficiencies and enhancing resident care. Demonstrated ability to ensure regulatory compliance, lead diverse teams, and implement innovative programs that elevate facility performance and resident satisfaction.

## WORK EXPERIENCE

**Licensed Nursing Home Administrator** Jun / 2022-Ongoing  
Quantum Solutions LLC Phoenix, AZ

- 1. Managed daily operations for a facility with an annual budget of \$3 million, ensuring efficient resource allocation.
- 2. Achieved compliance by clearing two state complaint surveys within three weeks of assuming management.
- 3. Initiated and oversaw the development of a specialized Dementia/Alzheimer's Memory Unit, enhancing care for residents with cognitive impairments.
- 4. Established robust billing and accounting processes to streamline financial operations and ensure accuracy.
- 5. Implemented a non-smoking policy and introduced alternative smoking options to promote resident health.
- 6. Facilitated open dining initiatives, promoting resident choice and enhancing the dining experience.
- 7. Developed comprehensive staff training programs focused on infection control, medication management, and resident care standards.

**Licensed Nursing Home Administrator** Jun / 2020-Jun / 2022  
Silver Lake Enterprises Seattle, WA

- 1. Adjusted operational policies to adapt to the evolving requirements of skilled nursing care, consistently meeting budget and census goals.
- 2. Led the design and implementation of a Transitions Care Unit, focusing on specialized care in Cardio-Pulmonary, Orthopedic, and Wound Care Management.
- 3. Maintained an average of two state survey deficiencies per year while achieving a Five-Star rating and Bronze Award.
- 4. Managed a skilled nursing facility with 132 residents and 160 staff, achieving a daily census average of 98.7% and reducing staff turnover by 20%.
- 5. Participated in the corporate strategic planning committee to align facility goals with organizational objectives.

## EDUCATION

**Bachelor of Science in Health Administration** Jun / 2018-Jun / 2020  
State University Portland, OR

Focused on healthcare management principles, regulatory compliance, and quality improvement strategies.

## SKILLS

Proficient in MS Office Suite Data Analysis Facility Management Marketing Strategies

## ACHIEVEMENTS

- Achieved a 20% reduction in staff turnover through enhanced training programs.
- Successfully led the facility to receive a Five-Star rating from CMS for quality.