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## Admin Supervisor Resume

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### Job Objective

To work and practice my knowledge as Admin Supervisor and add to my overall experience by becoming a valued member of growing company.

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### Highlights of Qualifications:

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- Certification in BLS, ACLS, PALS and NRP
  - Vast supervisory and Admin experience in clinical nursing
  - In-depth knowledge of practice management systems and electronic health records
  - Skilled in monitoring billing and Account receivable
  - Familiarity with OSHA, EEO, FMLA, FLSA, and NLRA standards
  - Proficient in Human Resources systems, PeopleSoft, HRIS, ATSS and MS Office Suite
  - Strong planning and decision-making skills
  - Superior leadership skills to train, mentor, coordinate, oversee and lead office staff
  - Excellent verbal, written and interpersonal communication skills
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### Professional Experience:

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Admin Supervisor, August 2005 to till date  
Episcopal Community Services, Boston, MA

- Assisted in vendor management, recruiting process analysis, reporting and control activities.
- Screened and interviewed job applicants and provided orientation and training for new employees.
- Coordinated and oversaw the day-to-day operations of the group, and assigned work regularly.
- Monitored and reviewed work and provided technical guidance on more complex issues.

Admin Supervisor, June 2002 to July 2005  
Kendall Regional Medical Center , Boston, MA

- Exhibited independence and accountability for maintaining staffing matrix with consideration to financial budget.
  - Maintained and assured to meet changing demands as per financial budget.
  - Assumed accountability to resolve personnel functions as appropriate followed up on incidents and incident reports.
  - Determined, translated and implemented relevant implications for specific units.
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### Education:

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Bachelor's Degree in Public Administration, Midwestern University, Glendale, AZ

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