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## Administrative Director Resume

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### Job Objective

Seeking employment in the position of Administrative Director with a qualified organization so that I can exercise my skills and expertise in this field.

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### Highlights of Qualifications:

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- Sound knowledge of business process engineering and IT systems, systems implementation experience
  - Skilled in program development and execution
  - Excellent communication and presentation skills
  - Proven strong quantitative and IT systems skills
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### Professional Experience:

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Administrative Director  
Duke University Health System, Monterey, TN  
August 2005 – Present

- Implemented operating policies and procedures.
- Managed financial, operational and staffing activities.
- Managed operating budget and performed analysis and reporting to support decision-making.
- Oversaw legal, safety, fiscal and other compliance requirements.

Administrative Director  
The City College of New York, Monterey, TN  
May 2000 – July 2005

- Supervised timely provision of financial statements, budgetary analyses, cost projections and cash flow analyses.
  - Coordinated responses and proposal preparation and submission.
  - Maintained relationships with industrial, federal, state and city organizations.
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### Education:

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Bachelor's Degree in Accounting  
Saint Olaf College, Northfield, MN  
Master's Degree in Business Administration  
James Madison University, Harrisonburg, VA

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