
Administrative Supervisor Resume

Job Objective

To help company meet their goals and be successful while holding the position of Administrative Supervisor.

Highlights of Qualifications:

- Vast supervisory and administrative experience in acute care setting
 - Skilled in caring for infant, pediatric, adolescent, adult and geriatric patients
 - Proficient with automated data systems, hospital information system database analysis and display.
 - Sound knowledge of Payroll, A/R collections, A/P, H/R and Data Entry
 - Familiarity with Local, State and Federal regulations pertaining to facility functions
 - Excellent verbal and written skills
 - Ability to utilize nursing process to resolve problems
 - Profound ability to work cooperatively in a team environment
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Professional Experience:

Administrative Supervisor, August 2005 to till date
Kendall Regional Medical Center , Oshkosh, NE

- Supervised and directed the provision of all aspects of patient care.
- Managed the resolution of issues that arose during the course of the shift.
- Communicated trends to hospital leadership and worked on problem solving to address trended issues.
- Directed hospital safety plan in the absence of hospital administrators and other leaders.

Administrative Supervisor, June 2002 to July 2005
Episcopal Community Services, Oshkosh, NE

- Coordinated patient care and patient placement in collaboration with nurse managers and administrators.
 - Collaborated with outside agencies and provided equipment and supplies as needed.
 - Assisted nursing personnel and family members in all circumstances that surround the death of a patient.
 - Facilitated all arrangements for autopsies and determined appropriate referrals to Medical Examiner.
 - Assisted ancillary departments and coordinated with other departments as required.
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Education:

Bachelor's Degree in Public Administration, University of California, Berkeley, CA

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