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# ASSISTANT HOSPITAL ADMINISTRATOR RESUME

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## Career Objective:

Career minded Assistant Hospital Administrator seeking position with reputable organization in which my training can help improve the development of the organization.

## Summary of Qualifications:

- Strong experience in administration of a hospital and health care facility
- Sound knowledge of treatments, research and training programs of large hospitals and health care centers
- Deep knowledge of budget allocation and operational funds needed to carry out the health care programs
- Ability to prepare reports regarding the operation of the particular area
- Ability to initiate various patient care services and nursing teaching programs
- Ability to analyze the finances of the hospital and resolve any staff problems

## Work Experience:

Assistant Hospital Administrator, November 2007 – Present  
California Public Employees, Purdys, NY

- Maintained the administrative policies of the hospital in accordance to the Federal and State laws.
- Categorized the budget of the hospital and improved the efficiency while controlling the costs as well.
- Prepared comprehensive reports to be reviewed and analyzed the data to incorporate necessary recommendations.
- Assisted in developing a program to regulate the operating standards of the General Hospital.

Assistant Hospital Administrator, December 2001 – October 2007  
Riverside County Human Resource Department, Purdys, NY

- Participated in the medical and non medical committees.
- Coordinated the operations of the hospital with other facilities such as county departments, LAC Medical center and various other agencies.
- Implemented effective patient care by reviewing and suggesting changes in the medical, nursing and support services provided.
- Maintained the standard of services given to the patients, resolving issues if any.
- Resolved complaints from staff member and patients.
- Helped the administrator in controlling and developing the budget for the hospital.

## Education:

Bachelor's Degree in Healthcare Administration, Dartmouth College, Hanover, NH

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