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## Assistant Nursing Home Administrator Resume

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### Job Objective

To use my ability to work well with people and special skills to fill an Assistant Nursing Home Administrator position with right organization.

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### Work Experience:

Assistant Nursing Home Administrator, November 2007 – Present  
Golden Living Centers, Savannah, GA

- Administered the facility and ensured smooth functioning of operations to ensure quality service.
- Studied and interpreted the various regulations and rights of the resident of the facility.
- Maintained the facility from any infections and complied with all safety guidelines laid by the government and the company.
- Allocated the budget to the various departments and kept a check on the expenditure.
- Researched and developed ideas that benefit the business as well as the community.
- Prepared the marketing strategies and helped the team in implementing it further.

Assistant Nursing Home Administrator, December 2001 – October 2007  
Genesis HealthCare, Savannah, GA

- Assisted the various department managers in the development of the company's policies.
  - Maintained the safety regulations to ensure that there are no chances of accidental fires in the facility.
  - Reported the problem areas in the departments and suggesting ways to improve the services.
  - Updated the safety standards of the facility such as accidents, fire and disaster plans in accordance to the current MSDSs.
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### Summary of Qualifications:

- Remarkable experience with long term care in a nursing home
  - Sound knowledge of nursing practices and procedures
  - Familiarity with reimbursement regulations laid by the state and federal laws regarding the long term administration
  - Ability to work on multiple projects and prioritize the workload
  - Ability to interpret the regulations and explain it to the family members, resident and the other visitors
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### Education:

Bachelor's Degree in Healthcare Administration, St. Cloud State University, Saint Cloud, MN

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