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# ASSISTED LIVING ADMINISTRATOR RESUME

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## Career Objective:

To use my experience and expertise as an Assisted Living Administrator to help boost the organization and increase sales.

## Summary of Qualifications:

- Strong experience in assisted living, long-term care and health care
- Sound knowledge of health care, specially senior residential unit
- Familiarity with regulations, guidelines, practices and procedures pertaining to retirement communities
- Ability to Plan, implement and maintain the Assisted Living program
- Ability to oversee the finances of the facility
- Ability to effectively lead and develop a team of individuals

## Work Experience:

Assisted Living Administrator, November 2007 – Present  
Horizon Bay Retirement Living, Pine Bluff, AR

- Allocated the budget for the program and implemented methods to make the program cost effective.
- Trained the staff to take care of the people in the facility and ensure that it is of the highest order.
- Coordinating with the Sales and Marketing department to maximize revenue to be used in the facility.

Assisted Living Administrator, December 2001 – October 2007  
HCM Medical, Pine Bluff, AR

- Administered the facility by maintaining various departments such as activities, housekeeping and transportation.
- Trained the staff to take care of patients, assisted departments by increasing the facility's census and regulating the revenue of the facility.
- Allocated the budget for the program and implemented methods to make it cost effective.

## Education:

Bachelor's Degree in Human Services, Kalamazoo College, Kalamazoo, MI

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