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## Bed Manager Resume

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### Job Objective

Searching for work as Bed Manager with a company seeking a hard working employee.

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### Highlights of Qualifications:

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- Experience in managing certifying organizations in a health care industries
  - Working knowledge of Siemens systems and outlook
  - Outstanding knowledge of healthcare laws and regulations
  - Immense ability to apply technical principles in treating patients
  - Exceptional ability to manage multiple tasks and prioritize work
  - Excellent skills to work on computer systems
  - Amazing communication skills in both oral and written forms
  - Ability to resolve all problems in processes
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### Professional Experience:

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#### Bed Manager

Kennedy Health System, Gig Harbor, WA  
October 2008 – Present

- Planned and evaluated various activities for bed control and recommended pool assignments.
- Assisted other departments in planning activities to suit patient requirement.
- Performed regular assessment of bed availability and evaluated appropriate functions.
- Coordinated with other departments and ensured optimal utilization of resources.
- Administered all management functions for hospital services.
- Monitored clinical and staff requirements and recruited more members if required.
- Collaborated with nursing and medical staff and maintained optimal quality of services.
- Ensured compliance to all administrative policies and procedures.

#### Bed Control Specialist

OU Medical Center, Gig Harbor, WA  
August 2003 – September 2008

- Maintained effective communication with internal stakeholders and customers.
- Managed patient placement process and ensured efficient functioning of same.
- Monitored all admissions and escalated to manager in case it does not meet criteria.
- Prepared records of all status changes and update it as required.
- Evaluated accuracy of all status changes made in records.
- Coordinated with nursing staff and prioritized room cleaning requirements.

#### Bed Control Coordinator

WellStar Health System, Gig Harbor, WA  
May 1998 – July 2003

- Interpreted all patient information and provided required care.
  - Managed clinical information and ensured accuracy and proper registration of forms.
  - Monitored all information for internal and external customers.
  - Ensured compliance to regulatory standards and agencies.
  - Prepared outpatient packets and monitored it.
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### Education:

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Bachelor's Degree in Nursing  
Chipola College, Marianna, FL

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